

2008 Camp Elden Volunteer Program

U.S.D.A. Forest Service - Coconino National Forest

Flagstaff, Arizona



Program Description: The Camp Elden Volunteer Program is designed as a “full-time” volunteer program to help support the Recreation and Facilities Departments on the Peaks and Mormon Lake Ranger Districts of the Coconino National Forest in Flagstaff, Arizona. A Forest Service employee supervises all positions listed, and all positions work with a mix of Forest Service employees and other volunteers. All positions require people who are self-motivated, have a strong work ethic, and the ability to work in teams of 2 or more people. Flexibility and ability to handle sudden changes in the work day is also a key in this program since the nature of our work is subject to such changes. We could go into Forest Closure in fire season, have volunteers/employees out sick and needing a project covered, or other unforeseen situations which could change the day’s routine. This program is geared to people who have their own RV/Fifth-wheel/Camper to live in. Our Camp Elden is comprised of 13 RV sites at the Peaks Ranger Station with full hook-ups and a communal laundry facility. The program allows for pairs and singles to work for a minimum of 3 months up to a maximum of 7 months for free utilities (water, sewer, electric and propane) and one of the 13 spaces. Singles in a site must work a minimum of 24 hours per week and pairs at a site must work a minimum of 36 hours per week (even if only one person volunteers). The only exception to this requirement is for people working in the Stock Program in Wilderness and Trails, where more hours are required due to the nature of feeding and caring for the animals. See the Stock Program job description for details. The Camp Elden season goes from May to September, weather permitting.

Volunteer Program Goal: The Peaks/Mormon Lake Ranger District (a.k.a. The Flagstaff Center) will have a volunteer program that is manageable, efficient and does not exceed the District’s capacity to supervise effectively.

See the job descriptions that follow to find a job you are interested in, and then send your application package in to the Volunteer Coordinator, Nina Hubbard at 5075 N. Hwy 89, Flagstaff, Arizona 86004 (Phone # 928-527-8213).



Keep In Mind: Volunteers are selected on a variety of factors. Experience is preferred but not required. We understand that a major draw for Volunteers is to learn new skills, see new places and meet new people. Do not let any perceived shortcoming in experience ever deter you from applying for a volunteer position in the Forest Service. After all, variety is the spice of life.

At the Peaks and Mormon Lake Ranger Districts we provide an annual Spring Orientation for volunteers, and employees, where we provide everyone with a good overview of the Forest Service and our expectations. The supervisor for each department will further train volunteers in their individual jobs (and some volunteers train us in new skills). Other special training opportunities occasionally occur through the field season. We demand that all volunteers stay committed to a safe and enjoyable experience when they sign up with us.



Volunteer Job Descriptions

For Camp Elden Volunteers Summer 2008

Trails and Wilderness- Stock Program

Position description: Assist the Recreation Program in moderate trail/trailhead maintenance, recon patrols, and visitor contact/education on the Flagstaff Center trails. Position requires individual full time volunteers to work two 10 hour days and an additional 15 hours for animal care and equipment/facilities maintenance related to the stock program for a minimum total of 35 hours of work per week. Duties include but are not limited to: driving to trailheads on paved and rugged gravel roads occasionally towing a utility/horse trailer; hiking and riding horseback on trails in the general forest area (including the urban interface) and in designated wilderness; making visitor contacts to answer questions and educate recreationists about the area; install and maintain appropriate signs; encourage visitors to practice Leave No Trace techniques; maintain the trail registers; perform maintenance at trailhead facilities; perform light to moderate maintenance on trails; report conditions, visitor numbers, problems and daily activities to the designated supervisor; assist in the care and maintenance of the horses/mules, barn, tack room, tack, horse trailers, and trucks; and assist in the care and maintenance of any vehicles used to perform duties. Volunteers in this position also work with several part time local volunteers that work 1-2 days a week to supplement the field work (trail maintenance & patrol) and animal care. The volunteer will always have a professional, courteous and helpful attitude when dealing with all members of the public, fellow volunteers and Forest Service employees. The volunteer will be trained in and adhere to all Forest Service Safety and Customer Service Procedures. This position requires a uniform, which will be provided to volunteers at no cost. This position requires volunteer to acquire a Government Driver's License for this position. Defensive Driving, Fleet Training, testing and certification will be provided at no cost to the volunteer.

Required skills and abilities:

- Read and speak English well
- Good communication skills with visitors and co-workers
- Positive, helpful and friendly attitude
- Good hearing for interacting in face-to-face contacts
- Ability to drive on gravel, dirt and paved roads in all weather conditions for several hours
- Ability to dig holes and repair wood and wire fencing
- Ability to hike and horseback ride 8 - 15 miles a day on rugged terrain
- Lift 35 - 80 lbs. to shoulder level (example: saddles, packs, tools, logs, etc.)
- Knowledge of basic stock care (i.e. feed/water, basic first-aid, maintenance of tack for stock safety/comfort)
- Moderate to expert level stock experience
- Able to do a variety of tasks using common tools (i.e. fence repair, digging, installing signs and posts, bucking up downed trees with cross-cut saw, shoveling manure, etc.)
- A valid drivers license and good driving record
- Packing experience helpful, but not required



Front Desk and Office Assistance

Position description: Assist the Front Desk/Customer Service staff in daily operations of the front desk. This includes but is not limited to: answering phones, answering questions from walk-in visitors, making copies, taking messages for district personnel, selling books, maps and other items, using a cash register, stocking brochures, etc. Assist the District staff in daily office tasks. This includes but is not limited to: making copies; filing; typing using computer and MSWord, Excel Spreadsheets, etc.; faxing; data entry for field data collected by others; etc. The volunteer will always present a neat, professional appearance and wear appropriate uniform components and name plate while working in the public eye and on official duty. The volunteer will always have a professional, courteous and helpful attitude when dealing with all members of the public, fellow volunteers and Forest Service employees. The volunteer will be trained in and adhere to all Forest Service Safety and Customer Service Procedures. This position requires a uniform, which will be provided to volunteers at no cost.

Required skills and abilities:

- Read and speak English well
- Good communication skills with visitors and co-workers
- Positive, helpful and friendly attitude
- Good hearing for answering phones and interacting in face-to-face contacts
- Always have a neat, professional appearance
- Ability to standing and sitting for long periods
- Light to moderate lifting, bending and pulling as with file drawers, or lifting boxes of books, etc.



Interpretation/Environmental Education Services

Position description: This position is part of a very special partnership with the National Park Service and the Forest Service, which allows the volunteer to work with employees of both agencies and present summer education programs at the Arizona Snowbowl (Sky Ride) and campgrounds on the Coconino National Forest as well as the local National Monuments. The volunteer will assist the Interpretive Staff in the daily operations of the environmental education program. This includes but is not limited to: developing and presenting professional interpretive programs to the visiting public; taking visitors on short, high elevation hikes and answering questions about the local area; teaching Leave No Trace principles; putting on programs for schools and other groups upon request; assist in the care and maintenance of any vehicles used to perform duties. The volunteer will always present a neat, professional appearance and wear appropriate uniform components and name plate while working in the public eye and on official duty. This position requires a uniform, which will be provided to volunteers at no cost. The volunteer will always have a professional, courteous and helpful attitude when dealing with all members of the public, fellow volunteers and agency employees. The volunteer will be trained in and adhere to all Forest Service Safety and Customer Service Procedures. This position occasionally requires presenting programs after dark and driving at night. This position requires volunteer to acquire a Government Driver's License for this position. Defensive Driving, Fleet Training, testing and certification will be provided at no cost to the volunteer.

Required skills and abilities:

- Read and speak English well
- Good communication skills with customers and co-workers
- Positive, helpful and friendly attitude
- Basic familiarity with natural resources and ecology

- Good hearing for interacting in face-to-face contacts
- Always have a neat, professional appearance
- Standing and sitting for long periods
- Hiking/walking up to 5 miles in rough terrain at altitudes ranging from 4,000' to 11,500' for 6-8 hours in inclement weather (wind, sleet, snow, cold, heat)
- Must be in very good to excellent physical condition
- Not fearful of public speaking
- A valid drivers license and good driving record



Wood Shop- Sign/Kiosk Construction

Position description: Assist the Recreation and Facilities Programs with the making or refurbishing of signs, and occasionally other wooden structures such as kiosks, cabinets, decking, stairs, etc. Duties include use of power tools to cut, route, sand and drill wood, paint and otherwise treat wood for weather and appearance, take down and install signs in the field using hand/power/cordless tools. Volunteers in this area have the opportunity to work primarily in the shop running equipment and constructing/routing signs or primarily in the paint room painting/staining signs or both. The volunteer will always have a professional, courteous and helpful attitude when dealing with all members of the public, fellow volunteers and Forest Service employees. The volunteer will be trained in and adhere to all Forest Service Safety and Customer Service Procedures.

Required skills and abilities:

- Standing and sitting for long periods
- Light to moderate lifting, 15 - 40 lbs.
- Not adversely effected by dust, loud noise, paint and chemical fumes
- Familiar with common power tools such as router, table saw, etc.



Administrative Facilities and Recreation Area Maintenance

Position description: Assist the Facilities and Recreation Programs with the operation and maintenance of Forest Service facilities and small structures. This includes but is not limited to: cabin maintenance, building sheds/shelves/cabinets, plumbing, refinishing logs, glazing windows, roofing, painting/staining, welding, grounds work (digging, mowing, watering, planting, seeding), building/refurbishing picnic tables, repairing toilets and kiosks, tracking work and reporting to the designated supervisor; installation and/or removal of signs and other wooden structures such as kiosks around the forest; painting signs, kiosks, restrooms, picnic tables, fences, sheds, etc. at recreation sites. Duties include: use of power tools to cut, route, sand and drill wood; take down and install signs in the field using hand/power/cordless tools; painting preparation such as washing and scraping; protecting ground and other surfaces from paint splatter with the use of ground cloths, painter's tape, etc.; painting with brushes, rollers, spray cans, etc.; cleanup of site and equipment; cleaning toilets and removing trash in recreation sites; assist in the care and maintenance of any vehicles used for to perform duties. The volunteer will always have a professional, courteous and helpful attitude when dealing with all members of the public, fellow volunteers and Forest Service employees. The volunteer will be trained in and adhere to all Forest Service Safety and Customer Service Procedures. This position requires volunteer to acquire a Government Driver's License for this position. Defensive Driving, Fleet Training, testing and certification will be provided at no cost to the volunteer.

Required skills and abilities:

- Standing for long periods of time
- Moderate to heavy lifting, 25-50 lbs
- Not adversely effected by dust, loud noise, paint and chemical fumes
- Skilled with common hand and power tools
- Skilled handy-person knowledge and abilities
- A valid driver's license and good driving record
- Ability to drive on gravel, dirt and paved roads in all weather conditions for a few hours at a time, occasionally towing a utility trailer



Trailhead Patrol and Forest Clean-up

Position description: Assist the Recreation Program in patrolling and maintaining National Forest trailheads. Duties include but are not limited to: driving to several trailheads in a day on paved and rugged gravel roads; making visitor contacts to answer questions; educate recreationists about the area; install and maintain appropriate signs and kiosks; encourage visitors to practice Leave No Trace techniques; maintain the trail register boxes and forms; perform maintenance at trailhead facilities; clean-up trash around the trailheads, clean toilets along patrol route, dispersed campsites and other forest areas; report conditions, visitor numbers, problems and daily activities to, the supervisor; assist in the care and maintenance of any vehicles used for to perform duties. The volunteer will always have a professional, courteous and helpful attitude when dealing with all members of the public, fellow volunteers and Forest Service employees. The volunteer will be trained in and adhere to all Forest Service Safety and Customer Service Procedures. This position requires a uniform, which will be provided to volunteers at no cost. This position requires volunteer to acquire a Government Driver's License for this position. Defensive Driving, Fleet Training, testing and certification will be provided at no cost to the volunteer.

Required skills and abilities:

- Read and speak English well
- Good communication skills with visitors and co-workers
- Positive, helpful and friendly attitude
- Always have a neat, professional appearance
- Good hearing for interacting in face-to-face contact
- Frequent bending/stooping and light to moderate lifting, 10-50 lbs.
- A valid driver's license and good driving record
- Ability to drive on gravel, dirt and paved roads in all weather conditions for several hours
- Ability to alternate standing, sitting and light walking throughout the day for several hours
- Ability to hike 1-3 miles in high elevation, uneven terrain
- Ability to dig holes and repair wood fencing
- Ability to paint and maintain trailhead kiosks



Grounds Maintenance and Recreation Rental Cabin Cleaning

Position description: Assist the Recreation Program and the Districts in maintaining the Ranger Station grounds and the grounds of the two recreation rental cabins as well as cleaning at least one of the cabins once a week. Duties include but are not limited to the following: mowing with push mower

and riding mower; pulling and digging up weeds; applying common over-the-counter fertilizers, pesticides, herbicides; pruning trees and shrubs; planting trees, shrubs, and other plants; digging with a variety of tools; raking gravel; maintaining automatic sprinkler systems; hand watering; wood, wire, and steel fence maintenance; occasional painting; use of a variety of common gardening tools, hand tools and some power and gas operated tools such as mowers and weed whackers; standard house cleaning such as dusting, mopping, sweeping, scrubbing showers/toilets/sinks, washing windows and surfaces; beating rugs; laundry; mouse traps; clean public toilets along route to cabin; assist in the care and maintenance of any vehicles used for to perform duties; etc. The volunteer will always have a professional, courteous and helpful attitude when dealing with all members of the public, fellow volunteers and Forest Service employees. The volunteer will be trained in and adhere to all Forest Service Safety and Customer Service Procedures. This position requires volunteer to acquire a Government Driver's License for this position. Defensive Driving, Fleet Training, testing and certification will be provided at no cost to the volunteer.

Required skills and abilities:

- Standing for long periods
- Light to moderate lifting, 15 - 40 lbs.
- Able to work primarily outdoors in sun, wind and dry climate with cool morning and evening temperatures and hot daytime temps
- Not adversely effected by dust, loud noise, dust, paint and chemical fumes
- Familiar with common tools
- Familiarity with common plants and gardening techniques
- A valid driver's license and good driving record
- Ability to drive on gravel, dirt and paved roads in all weather conditions for a few hours at a time
- An eye for aesthetics and attention to detail

