

# Saylorville Lake Volunteer Positions – 2016

## Cleaning Hosts

The primary duty of the Cleaning Host is to maintain cleanliness at picnic, campground, and boat ramp areas as outlined below. Park facilities being cleaned by volunteers are traditionally lightly used. Cleaning days assigned in more popular recreation areas are days with the lowest usage. Facilities should meet the standard of clean daily.

Volunteers will average 21 hours of service per week. The host must provide their own reliable, licensed vehicle, fuel, and insurance to transport materials including trash.

Volunteers must maintain a valid driver's license. The estimated miles/week varies with each position so please check the descriptions carefully. Maps of each area can be found at <http://www.mvr.usace.army.mil/Missions/Recreation/SaylorvilleLake.aspx>. *If the host wishes to receive camping in return for volunteer services they will be provided a site with water, electric and sewer hook-ups.*

Specific positions include:

### **Sandpiper Cleaning Host**

**Season: Mid-April – Mid-October**

**Days Off: Tuesday and Wednesday**

**Campsite: water, electric, and sewer in Sandpiper Recreation Area**

**Mileage/Week: 42.5 miles**

***Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.***

1. Sandpiper Picnic Area on Thursday through Monday:
  - a. Open gates to shelter area at 6:00am or 7:00am
  - b. Clean Sandpiper Super Shelter, post shelter reservations, clean and service 1 restroom building, service trash receptacles
  - c. Pick up any litter within the gated area
  - d. Close gates to Shelter Area at 10:00pm or 8:00pm
2. Bridge Road Access on Monday, Thursday and Sunday
  - a. Service service trash receptacles,
  - b. Pick up litter and debris along roadway and parking lot
3. Big Creek upper and lower Spillway on Monday, Thursday and Sunday
  - a. Service trash receptacles
  - b. Pick up litter and debris along roadway and parking lots
4. Sandpiper Roadways, Beach and Boat Ramp Thursday through Monday
  - a. Open gates to beach area at 6:00am
  - b. Pick up litter and debris from the Sandpiper Recreation Area, including the entrance road, boat ramp, beach, and parking lots. Work orders shall be submitted as needed.
  - c. Clean 2 vault toilets and 1 changing station at the beach/boat ramp area.
  - d. Close gates to beach area at 10:00pm
5. Hosts may perform other duties as available and scheduled.

## **West Lake Cleaning Host**

**Season: Mid-April – Mid-October**

**Days Off: Sunday and Monday**

**Campsite: water, electric, and sewer in Sandpiper Recreation Area**

**Mileage/Week: 30 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Lakeview Boat Ramp on Friday and Saturday
  - a. Unlock restroom at 6:00am
  - b. Service shelter with restrooms and trash receptacles.
  - c. Pick up litter and debris from roadway and boat ramp area, and service the trash receptacles. Work orders shall be submitted as needed.
2. Corydon Drive on Tuesday, Thursday and Saturday
  - a. Service trash receptacles
  - b. Pick up litter and debris along roadway and parking lots
3. Acorn Valley Campground on Wednesday and Thursday
  - a. Service 3 restrooms, service trash receptacles
  - b. Clean vacated campsites and pick up litter
4. Walnut Ridge Picnic Area on Wednesday and Thursday
  - a. Open gates and restrooms at 6am
  - b. Service 2 restroom buildings, service trash receptacles, clean 3 shelters, pick up litter and post shelter reservations. Work orders shall be submitted as needed.
5. Hosts may perform other duties as available and scheduled.

## **Visitor Center Cleaning Host**

**Season: April – October**

**Days Off: Monday and Tuesday**

**Campsite: water, electric, and sewer in Bob Shetler Campground (Note: 30 amp electric)**

**Mileage/Week: 40 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Visitor Center Cleaning evenings after 6:00pm or before 10:00am in Morning. Wednesday, Friday and Sunday
  - a. Clean interior and exterior of Visitor Center (including sweeping, vacuuming, moping, dusting, and restrooms)
  - b. Picnic Area litter pick up
  - c. Service trash receptacles
2. Lakeview Boat Ramp on Wednesday and Thursday
  - a. Unlock restroom at 6:00am
  - b. Service shelter with restrooms and trash receptacles.
  - c. Pick up litter and debris from roadway and boat ramp area, and service the trash receptacles. Work orders shall be submitted as needed.
3. Dam Roadway, Control Tower Road, Horseshoe Drive and Lakeview High Water Boat Ramp Wednesday through Saturday
  - a. Pick up litter and debris along roadway
  - b. Service trash receptacles
4. Red Feather Prairie Access parking lots Friday and Sunday
  - a. Service trash receptacles
  - b. Pick up litter and debris along roadway and parking lots

## **Oak Grove Cleaning Host**

**Season: Mid-May – Mid-September**

**Days Off: Sunday and Monday**

**Campsite: water, electric, and sewer in Oak Grove Recreation Area**

**Mileage/Week: 37 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Oak Grove Picnic Area on Tuesday through Saturday
  - a. Unlock gates and restrooms at 6:00am
  - b. Service 1 restroom building, clean 2 shelters, post shelter reservations and service trash receptacles
  - c. Pick up litter and debris from picnic area and roadways
  - d. Perform scheduled playground inspections
  - e. Lock gates at 10:00pm
2. Oak Grove Beach Tuesday through Saturday
  - a. Unlock Gates at 6:00am
  - a. Pick up litter and debris to include the entrance road, beach, and parking lots.
  - b. Lock gates at 10:00pm
3. Cherry Glen Boat Ramp on, Friday and Saturday
  - a. Unlock restroom at 6:00am
  - b. Service 1 restroom building in upper parking lot, pick up litter and debris from boat ramp area, along roadway beyond fee booth and in parking lots and service the trash receptacles
4. Sandpiper Picnic Area on Tuesday and Wednesday
  - a. Open gates to shelter area at 6:00am or 7:00am
  - b. Clean Sandpiper Super Shelter, post shelter reservations, clean and service 1 restroom building, service trash receptacles
  - c. Pick up any litter within the gated area
5. Sandpiper Roadways, Beach and Boat Ramp Tuesday and Wednesday
  - a. Open gates to beach area at 6:00am
  - b. Pick up litter and debris from the Sandpiper Recreation Area, including the entrance road, boat ramp, beach, and parking lots.
  - c. Clean 2 vault toilets and 1 changing station at the beach/boat ramp area
6. Hosts may perform other duties as available and scheduled.

## **Cherry Glen Cleaning Host**

**Season: Mid-April – Mid-October**

**Days Off: Friday and Saturday**

**Campsite: water, electric, and sewer in Cherry Glen Recreation Area**

**Mileage/Week: 22 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Cherry Glen Boat Ramp on, Sunday through Thursday
  - a. Unlock restroom at 6:00am
  - b. Service 1 restroom building in upper parking lot, pick up litter and debris from boat ramp area, along roadway beyond fee booth and in parking lots and service the trash receptacles. Work orders shall be submitted as needed.
2. Cherry Glen Picnic Area on Wednesday and Thursday
  - a. Open gates and restrooms at 6am
  - b. Service 4 restroom buildings, service trash receptacles, clean 6 shelters, post shelter reservations, pick up litter
  - c. Close gates to picnic area at 10:00pm
3. Oak Grove Picnic Area on Sunday and Monday
  - a. Unlock gates and restrooms at 6:00am
  - b. Service 1 restroom building, clean 2 shelters, post shelter reservations and service trash receptacles.
  - c. Pick up litter and debris from picnic area and roadways. Work orders shall be submitted as needed.
  - d. Clean Grills on Thursdays
4. Oak Grove Beach on Sunday and Monday
  - a. Unlock gates at 6:00am
  - b. Pick up litter and debris from the Oak Grove Recreation Area to include the entrance road, beach, and parking lots. Work orders shall be submitted as needed.
  - c. Cleaning the portable toilets at the beach areas are the responsibility of others and not a part of the volunteer position.
5. Hosts may perform other duties as available and scheduled.

## **Cottonwood Cleaning Host**

**Season: Mid-April – Mid-October**

**Days Off: Friday and Saturday**

**Campsite: water, electric, and sewer in Cottonwood Recreation Area**

**Mileage/Week: 42.5 miles**

**Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.**

1. Lakeview Main Boat Ramp on Sunday through Tuesday
  - a. Unlock restroom at 6:00am
  - b. Service shelter with restrooms and trash receptacles.
  - c. Pick up litter and debris from roadway and boat ramp area, and service the trash receptacles.
2. Dam Roadway, Control Tower Road, Horseshoe Drive and Lake View High Water Ramp on Sunday through Tuesday
  - a. Pick up litter and debris along roadway
  - b. Service trash receptacles
3. Cottonwood Recreation Area on Wednesday and Thursday
  - a. Open gates and restrooms at 6am
  - b. Close gates and restrooms at 10pm
  - c. Service 6 restroom buildings, service trash receptacles, clean 9 shelters, post shelter reservations, pick up litter.
4. Red Feather Prairie Access parking lots Monday and Wednesday
  - a. Service trash receptacles
  - b. Pick up litter and debris along roadway and parking lots
5. Hosts may perform other duties as available and scheduled.

## ***Recreation Management Host***

***Season: Mid-April – Mid-October***

***Days Off: Friday – Monday***

***Campsite: water, electric, and sewer in Sandpiper Recreation Area***

***Work Days: Tuesday – Thursday (7:30 am – 3:00 pm)***

1. Neal Smith Trail
  - a. Weekly duties will include trimming, blowing, minor sign maintenance, keeping drainage culverts clear, weekly inspections, trash collection and pruning of low hanging branches.
2. Oak Grove Beach and Sandpiper Beach
  - a. Responsible for the weekly maintenance of two beaches. Weekly duties will include grooming the beach sand with a tractor and rake. Assist with the installation of beach lines and buoys.
3. Recreation Area Landscaping
  - a. Responsible for the weekly maintenance of highly visible landscaped areas around the lake. Weekly duties will include leaf blowing, weeding beds, watering, mulching, and pruning. Grooming beach sand at volleyball courts with a tractor and rake.
4. Hosts may perform other duties as available and scheduled.

## **Neal Smith Trail Host**

**Season: Mid-April – Mid-October**

**Days Off: Friday – Monday**

**Campsite: water, electric, and sewer in Sandpiper Recreation Area**

**Work Days: Tuesday – Thursday (7:30 am – 3:00 pm)**

1. Neal Smith Trail
  - a. Responsible for the weekly maintenance of a 13 mile multi-use paved recreational trail.
  - b. Weekly duties will include mowing, trimming, blowing, minor sign maintenance, keeping drainage culverts clear, weekly inspections.
2. Prairie Flower Hiking Trail
  - a. Responsible for the weekly maintenance of a 2 mile hiking trail.
  - b. Weekly duties will include mowing, trimming, minor sign maintenance, and pruning branches.



## **Full-Time Fee Attendant Volunteer**

The primary duty of the Full-time Fee Attendant Volunteer is to staff the campground entrance station when the contracted park attendant is off duty (10am – 2pm). The volunteer shall provide an average of 21 hours of volunteer service per week and may serve for the entire recreation season May through September. The (A) hosts will also staff the Visitor Center as scheduled and the (B) hosts will work in a Day Use Fee Booth, conduct walking tours of the parks, and post weekly interpretive flyers in the park. Additional volunteer activities may be necessary to meet the hour requirements, but can be arranged through the volunteer coordinator. Volunteers selected for this position are assigned a campsite in the respective campground with water, electric, and sewer hookups.

### **Specific duties include:**

- a. Staff the campground entrance station from 10am – 2pm during position description assigned days and other days as agreed to or scheduled with the Volunteer Coordinator.
- b. Inform incoming campers of registration policies and explain how to reserve a campsite through Recreation.gov.
- c. Assist campers with locating their reserved campsite and assist walk-in campers in selecting a non-reserved site. Assist campers in filling out registration cards.
- d. Maintain a list of campers who arrive during your tour of duty and provide it to the park attendant when they return to duty.
- e. Using a computer printout provided by the campground park attendant conduct evening walking tours of the campground; focus on greeting and providing information to new arrivals.
- f. Assist the Corps in promoting scheduled programs by conducting walking tours and posting interpretive program flyers weekly on comfort stations throughout the campground. Interpretive flyers will be posted every Friday morning.
- g. Staff the Visitor Center for 4 hours per week. See Visitor Center Host description for more information.
- h. Assist with other duties as available and scheduled.

### **Available Positions:**

1. **Acorn Valley A:** Staff the campground entrance station on Tuesday, Wednesday, Friday and Saturday from 10am – 2pm, and staff the Visitor Center on Thursdays, 2pm – 6pm. Days off are Sunday, Monday. May 21 – Sept. 8<sup>th</sup>.
2. **Acorn Valley B:** Staff the campground entrance station on Sunday, Monday, Thursday from 10am – 2pm, staff the Visitor Center on Tuesday and Wednesday 2pm – 6pm. Days off are Friday and Saturday. May 21 – Sept. 8<sup>th</sup>.

## **Full-Time Campground Volunteer**

The primary duty of the Full-time Campground Volunteer is to meet, greet and provide information to campground visitors. The volunteer shall provide an average of 21 hours of volunteer service per week and may serve for the entire recreation season April through October. The volunteer will also conduct walking tours of the park and post weekly interpretive flyers in the park. Additional volunteer activities may be necessary to meet the hour requirements, but can be arranged through the volunteer coordinator. Volunteers selected for this position are assigned a campsite in the respective campground with water, electric, and sewer hookups.

### **Specific duties include:**

- a. Using a computer printout provided by the campground park attendant conduct evening walking tours of the campground; focus on greeting and providing information to new arrivals (see schedule).
- b. Assist Saylorville Lake staff by promoting scheduled programs while conducting walking tours. Post interpretive program flyers weekly on comfort stations throughout the campground. Interpretive flyers will be posted every Friday morning.
- c. Track contacts and questions from campers via worksheet. Supply comment cards to campers when appropriate.
- d. Provide directions to local gas stations, convenience stores, supermarkets, etc.
- e. Explain campground rules and regulations to visitors and answer questions regarding rules and regulations.
- f. Distribute maps, brochures, and other informational items to visitors.
- g. Hosts will be assigned bulletin boards to update during the duration of the year. The bulletin board supplies and detailed instructions will be provided to each host.
- h. Assist with other duties as available and scheduled.

### **Available Positions:**

1. **Cherry Glen Campground:** Conduct campground walking tours on Friday 3pm-8pm, Saturday 9am-12pm and Sunday as appropriate. Staff Visitor Center on Wednesday and Thursday, 10am-2pm. April 15<sup>th</sup> – October 18<sup>th</sup>.
2. **Prairie Flower Campground:** Conduct campground walking tours on Friday 3pm-8pm, Saturday 9am-12pm and Thursday or Sunday as appropriate. Provide campground programs as assigned. Maintain Lake bulletin boards as directed. May 1<sup>st</sup> - October 25.

## **Interpretive Program Host**

The primary duty of the Interpretive Program Hosts is to assist Interpretive Service and Outreach Program personnel with providing educational opportunities for school-aged children and special events for the public. Work days will vary by week and program schedule. Generally, volunteers will work 3-5 days per week and average 21 hours of service per week. Host will be involved in scheduling, developing, and giving programs. Additionally, the host should be computer literate and able to assist with written publications. Volunteers who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups.

### **Specific duties include:**

- a. Schedule interpretive programs with teachers, childcare providers, scout leaders, etc. via phone.
- b. Present interpretive programs on topics including but not limited to Saylorville Lake, water safety, geology, mammals, and nature hikes. Training and sample outlines will be provided.
- c. Create flyers, news releases, and internal Weekly Update to advertise for upcoming events and programs.
- d. Assist with staffing the Visitor Center and operation of a gift shop.
- e. Assist with planning and preparations for public events. Assist with setup and implementation on event day, typically 1-2 Saturdays or Sundays per month.
- f. Make copies and fill delivery orders (ex. brochures, receipt paper, etc) at the Administration Office on Thursdays.

### **Available Positions:**

1. **1 Full-time Interpretive Program Host.** April – October. Full-time host will develop and write weekly update for distribution. Prepare weekly deliveries for campground and recreation areas. Full-hookup campsite provided in Sandpiper Campground.
2. **1 Part-time Visitor Center/Interpretive Host Position.** April – May. Part-time position will spend the majority of the time staffing Visitor Center and assisting with interpretive programming. Full-hookup campsite provided.
3. **1 Part-time Visitor Center/Interpretive Host Position.** September – October. Part-time position will spend the majority of time staffing the Visitor Center and assisting with interpretive programming. Full-hookup campsite provided.

## **Natural Resource Volunteer**

The primary duty of a Natural Resource Volunteer is to help improve overall park aesthetics by performing/assisting in day to day and seasonal management activities, while promoting native landscape species. Volunteers must be willing to work in *all weather conditions* and have an underlying knowledge of landscape/park maintenance. Knowledge of pruning methods, tree care and use of chemicals is preferred, but training is available. Hosts shall provide an average of 21 hours of volunteer service per week and may serve the entire recreation season April – October. The hosts will work on established weekdays between the hours of 7 am and 4 pm. The volunteer may be required to lift up to 40 lbs. and operate tools such as a spin-line trimmer and operate an All Terrain Vehicle (ATV), chainsaw, pruners, pole saw, backpack sprayer, or other tools. All tools will be provided by the government and volunteers may operate government vehicles while performing official duties. Volunteers must have a valid driver's license and are responsible for ensuring that their personal insurance will cover any/all expenses acquired in the event of an accident in a government vehicle. Volunteers selected for this position who wish to receive camping in return for volunteer service will be provided an assigned campsite with water, electric and sewer normally located in Sandpiper Volunteer Campground.

### **Daily duties may include but are not limited to:**

- a. Duties will be performed weekdays between 7:30 am and 4 pm – days and hours will vary based on USACE schedules and need for work
- b. Removing invasive and unwanted species
- c. Brush clearing of recreation and prairie restoration areas
- d. Pruning of trees and shrubs on project lands
- e. Seeding native prairie by hand and with a seed drill
- f. Pesticide/herbicide application (with proper training)
- g. Watering prairie seedlings and tree plantings
- h. Mulching
- i. Planting of trees and native grasses
- j. General landscape upkeep (weeding, raking, etc.)
- k. Applying black dirt fill and leveling depressions and settling trenches
- l. Maintain, clean and sharpen hand tools
- m. Equipment use and cleaning including tractors, skid steer, ATV's, and riding mowers.
- n. Driving government vehicles
- o. Towing trailers and other equipment
- p. Other tasks as assigned by OD-S Staff

### **3 Available Positions:**

**Natural Resource Volunteers**– 3 fulltime positions are available. Full-hookup campsites with 50 amp electric normally at Sandpiper Volunteer Campground.

## **Available Positions:**

### **Environmental Stewardship Volunteers – 2 positions available**

In addition to the above mentioned daily duties this volunteer position will assist the Natural Resource Team with managing public lands to foster healthy ecosystems through various management techniques. This position will operate government equipment to include tractors, skid steer, forklift, ATV's and must be able to work independently. Interested individuals must pass equipment operator tests and proficiency testing prior to operating government equipment. Previous equipment operation is recommended for this position.

### **Landscape Volunteer – 1 position available**

In addition to the above mentioned daily duties this volunteer position will assist with maintaining various highly visible landscaped areas around the lake. The primary locations maintained include:

- Visitor Center
- Butterfly Garden
- Sandpiper Super Shelter
- Saylorville Lake Administration Building

Weekly maintenance duties will include leaf blowing, weeding beds, watering, mulching, pruning, trash collection, and grounds maintenance of the area. This position will operate government equipment to include trucks, ATV's, mowers and must be able to work independently. Interested individuals must pass equipment operator tests and proficiency testing prior to operating government equipment.

## Visitor Center Host

The primary duty of a Full-time Visitor Center Host is operation of the Saylorville Lake Visitor Center. There are two Full-time Visitor Center Host positions (see schedule below for work days). Hosts are required to provide an average of 21 hours of service per week and may serve the entire recreation season May through September. Additional volunteer activities may be necessary to meet the hour requirements, but can be arranged through the volunteer coordinator (*see Additional Volunteer Opportunities*). Visitor Center hours during this period are 10 am – 6 pm daily. Volunteers are encouraged to begin service early or continue later in the season during shortened hours in April and October. Full-time Visitor Center Hosts who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups in the Sandpiper Volunteer Campground.

### Specific duties include:

- a. Answer questions and assist customers both in person, at the Visitor Center information desk, and by phone regarding directions, recreation opportunities, area amenities, and other resources.
- b. Open and close the Visitor Center (instructions provided).
- c. Sell merchandise in the gift shop for Saylorville Lake's cooperating association, the Iowa Academy of Science. Cash register and/or computer use may be required.
- d. Hosts will be required to balance funds and receipts following each shift.
- e. Maintain brochure racks, stock/inventory sales items, and complete brochure order when supplies are low.
- f. Help update interpretive displays as needed.
- g. General housekeeping duties: Maintain cleanliness of floors (sweeping, mopping, and vacuuming), clean restrooms, restock toilet paper and empty trash receptacles as needed.
- h. Pick up litter and debris around the visitor center grounds daily.
- i. Assist park rangers with special events and educational programs.
- j. Hosts may also assist with other duties as available and scheduled.

### Available Positions:

**Visitor Center Volunteer** - 2 positions available with a rotating schedule and two weekends off each month. One position will start on week 1, the other on week 2.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Week 1, Host A	OFF	On-duty	On-duty ½ day am	OFF	OFF	On-duty	On-duty
Week 1, Host B	On-duty	OFF	OFF	OFF	OFF	OFF	OFF
Week 2, Host A	On-duty	OFF	OFF	OFF	OFF	OFF	OFF
Week 2, Host B	OFF	On-duty	On-duty ½ day am	OFF	OFF	On-duty	On-duty

## **Additional Opportunities**

### **Bluebird Nest Box Monitor**

The primary duty of Bluebird Nest Box Monitors is to monitor 6-12 bluebird boxes as assigned around Saylorville Lake. The boxes should be checked at a minimum of once a week April-August. Volunteers keep a log of the activity at each box, these records and volunteer hours should be turned in to the Bluebird Volunteer Coordinator each month. Volunteers are responsible for all transportation and transportation costs associated with their position. This includes having access to a reliable licensed vehicle, fuel, valid vehicle insurance, and a valid driver's license.

### **Butterfly Gardening**

The primary duty of the Butterfly Garden Volunteers is to care for and maintain an assigned flowerbed in the Saylorville Lake Butterfly Garden. Gardeners help plan, plant and maintain their respective flowerbed. This position requires a few hours of volunteer service each week during the growing season. Plants and some equipment are provided by the Corps of Engineers.

### **Educational Programs**

The primary duty of Educational Program Volunteers is to assist with interpretive programs and events. Volunteers perform programs or provide assistance to ranger staff doing school and public programs throughout the year.

### **Litter Pick Up/Shoreline Beautification**

The primary duty of Litter Pick Up/Shoreline Beautification is to help keep our recreation areas and shoreline free of litter. Volunteers will be provided gloves and trash bags to assist in removing refuse from project lands. Small and large groups welcome.

### **Special Events**

The primary duty of Special Events volunteers is to provide assistance to Park Rangers with scheduled events. Volunteer activities vary but may include parking cars, staffing information booths, and selling merchandise for the Iowa Academy of Science.