Volunteer Manual

2018

This manual provides information about the policies, procedures, and approach to Audubon Naturalist Society volunteer programs. Volunteers and staff are expected to be familiar with its content.
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WELCOME

Thank you for choosing to donate your time to the Audubon Naturalist Society. Our organization was founded by volunteers and continues to rely on their energy to serve its mission. We know there are many worthy causes and exciting opportunities available in our region. We deeply appreciate that you have chosen to engage in our community of nature-lovers. Together we can create a larger and more diverse community of people who treasure the natural world and work to preserve it.

OUR MISSION

The Audubon Naturalist Society inspires residents of the greater Washington, DC region to appreciate, understand, and protect their natural environment through outdoor experiences, education, and advocacy.

OUR HISTORY

Founded in 1897, the Audubon Naturalist Society is the oldest independent environmental organization in the DC region. Like several other Audubon Societies, ANS is older than, and independent from, the National Audubon Society. It has been at the forefront of conservation victories such as the passage of the Migratory Bird Treaty Act, the creation of the C&O Canal National Park, the preservation of Dyk Marsh, and the protection of pristine Ten Mile Creek. Through the years, ANS has been a community of environmental thought leaders and conservation activists, including such luminaries as Theodore Roosevelt, Roger Tory Peterson, and Rachel Carson. Today, ANS stewards two nature sanctuaries – comprising more than 100 acres – in the DC region. We reach over 9,000 children annually with our education programs, and offer adults a rich variety of natural history classes and local outings. Our water quality monitoring program trains scores of volunteers, who monitor more than 50 streams in the region. We also have organized networks of civic and environmental groups to fight for local watershed protection.
VOLUNTEER RIGHTS & BENEFITS

- A safe, fun, and collegial volunteer experience
- Appropriate orientation, training, and supervision
- Meaningful job assignments
- Clear guidance, direction and feedback
- Effective use of time
- Opportunities to provide input into volunteer program
- Recognition for contributions
- Volunteers who donate 20 hours annually receive a 20% discount in our Shop

VOLUNTEER RESPONSIBILITIES

- Support the mission of the Audubon Naturalist Society
- Represent ANS in a positive and professional manner
- Adhere to ANS volunteer policies
- Be reliable
- Work cooperatively with other volunteers and staff

VOLUNTEER PROGRAM COMMUNICATIONS

Primary communications regarding the volunteer program (notice of opportunities, schedule changes, trainings, etc.) are in the form of electronic messages. Active volunteers can log in to the Volunteer Information Center to see their schedule and other volunteer openings, change their contact information, and track their service hours. LOG IN
VOLUNTEER OPPORTUNITIES

ANS offers a variety of volunteer opportunities. Details about each volunteer assignment can be found on the following pages.

ENVIRONMENTAL EDUCATION:
- Adult Program Leaders and Assistants
- Afterschool Naturalists
- Beginning Birding Walk Leaders
- Camp Naturalists
- Family Program Leaders
- Preschool Assistants
- Salad Science Assistants
- School Programs Naturalists

CONSERVATION OUTREACH
- Conservation Advocates and Researchers
- Creek Critters Event Leaders and Assistants
- Woodend Event Assistants
- Tabling Event Representatives
- Monthly Mailing Group
- Naturalist Shop Assistants

HABITAT STEWARDSHIP
- Blair Garden Team
- Children’s Garden Assistants
- Meadow Restoration Team
- Stream Monitors
- Woodend Stewards
- Woodend Citizen Scientists
Program Purpose: Our programs for adults range from introductory classes and fieldtrips to in-depth study of various natural history topics. We seek to provide high-quality educational experiences informed by ecological science, while fostering emotional connections with the natural world.

Requirements: Assistants are generally chosen from our Master Naturalist community. Knowledge of natural history. Enjoy working with the public. Physical requirements include bending, kneeling, standing and/or walking for extended periods of time. Leadership opportunities for highly accomplished naturalists. Minimum age: 18

Key Responsibilities:

- Assist ANS staff by acting as a “sweep” in the back of large groups during nature hikes.
- Assist ANS staff with materials/logistics with large groups for classroom programs.
- Highly accomplished naturalists lead programs in their area of expertise.

Benefits:

- Enjoy helping people connect with nature
- Learn environmental education techniques by shadowing staff
- Contribute to ANS’s mission of education

Reports to:

Stephanie Mason, Senior Naturalist  stephanie.mason@anshome.org

Time Commitment: Most programs run for two to four hours, but some field trips are full-day outings. Outdoor programs are run during the day, both weekdays and weekends. Classroom programs may be during the day or evening. Our Senior Naturalist will recruit volunteers when group size makes an assistant desirable.
AFTERSCHOOL PROGRAM NATURALISTS

Program Purpose: Audubon Afterschool Nature Clubs bring children outside to “unplug and play” in nature. Seasonal nature topics covered may include animal habitats, watersheds, plant power, amazing insects, and more!

Requirements: Enjoy working with children, patient and fun-loving. Some knowledge of natural history is a plus. Background check may be required. Physical requirements include bending, kneeling, standing and/or walking for extended periods of time. Leadership opportunities available for Master Naturalists with teaching experience. Minimum age: 18

Key Responsibilities:

- Assist ANS staff to engage kids in fun, action-packed games and activities while building background knowledge.
- Assist ANS staff with classroom prep and clean up.

Benefits:

- Enjoy helping young people connect with nature
- Learn environmental education techniques by shadowing staff
- Find out what lives under logs in schoolyards

Reports to: Nora Kelly, Camp Director nora.kelly@anshome.org Extension 15

Time Commitment: Volunteers are asked to commit to an entire session. Sessions at schools in Montgomery County, Loudon County and D.C. run once a week for 6-weeks in Fall, Winter, and Spring. Individual classes are from one hour to 90 minutes.
**BEGINNING BIRDING WALK LEADERS**

**Program Purpose:** This free program introduces novices to the pleasures of birding, as well as to the Woodend Nature Sanctuary

**Requirements:** Experienced birders who enjoy interacting with the public. Physical requirements include standing and walking for extended periods of time. Minimum age: 18

**Key Responsibilities:**
- Meet program participants in Woodend parking lot.
- Demonstrate use of binoculars
- Lead walk around the sanctuary noting birds by field marks and calls

**Benefits:**
- Enjoy helping people connect with nature
- Start your day with a walk around Woodend!

**Reports to:**
Stephanie Mason, Senior Naturalist  [Stephanie.Mason@anshome.org](mailto:Stephanie.Mason@anshome.org)

**Time Commitment:** Volunteers sign up to lead 1-2 walks per season. Walks are on Saturday mornings from 8am to 9am.
Program Purpose: Audubon Naturalist Society Summer Camps provide outdoor fun and discovery for campers ages 4 to 17.

- Games, hikes, songs and lots of great camp traditions
- Environmental education in a natural setting
- Hands-on activities and investigations

Requirements: Enjoy working with children, patient and fun-loving. Some knowledge of natural history is a plus. Background check may be required. Physical requirements include bending, kneeling, standing and/or walking for extended periods of time. Leadership opportunities available for Master Naturalists with teaching experience. Minimum age: 18

Key Responsibilities:

- Assist ANS staff to engage kids in fun, action-packed games and activities while building background knowledge.
- Assist ANS staff with classroom prep and clean up.

Benefits:

- Enjoy helping young people connect with nature
- Learn environmental education techniques by shadowing staff
- Spend your day mostly outside at Woodend!

Reports to: Nora Kelly, Camp Director  nora.kelly@anshome.org  Extension 15

Time Commitment: During summer, volunteers are asked to commit to a week-long session. During the school year, we offer one-day “school’s out” camps. Camp days are generally from about 8:30am to 4pm.
FAMILY PROGRAM LEADERS

Program Purpose: Led by our Master Naturalists, these programs encourage local families to make space in their busy schedules to enjoy spending time together outdoors. Each hike will have a unique and exciting natural history theme. Programs are appropriate for family members of all ages.

Requirements: Master Naturalist certification. Enjoy working with children, patient and fun-loving. Physical requirements include bending, standing and/or walking for extended periods of time.

Key Responsibilities:

- Become familiar with existing family program lesson plans and materials.
- Work with volunteer team leader to develop new materials.
- Meet program participants at Woodend gazebo.
- Lead or co-lead themed nature walk at Woodend.

Benefits:

- Enjoy helping families connect with nature.
- Learn environmental education techniques by shadowing fellow Master Naturalists.
- Get to know the hidden secrets of Woodend Sanctuary

Reports to: Nora Kelly, Camp Director nora.kelly@anshome.org, Extension 15

Time Commitment: Programs run the first Saturday of each month from 9-10 am. Volunteers should arrive 15 minutes early to meet participants. Ideally, volunteers will commit to leading or co-leading a minimum of 3-4 programs per year.
PRESCHOOL ASSISTANTS

Program Purpose: The Audubon Nature Preschool offers nature-based, hands-on preschool programs for children 5 years of age and younger. The program builds on children’s inherent curiosity about the world by using hands-on, nature-based activities to foster social, physical, and academic skill development. Our preschool teachers plan age-appropriate activities that integrate science, math, literacy, and the arts while encouraging cooperative learning and social competence.

Requirements: Enjoy working with children, patient and fun-loving. Experience with early childhood education. Natural history knowledge helpful. Physical requirements include bending, kneeling, standing and/or walking for extended periods of time. Background check may be required. Minimum age: 18

Key Responsibilities:
- Assist ANS staff with classroom prep and clean up.
- Work one-on-one with children in classroom projects
- Accompany class on outdoor explorations

Benefits:
- Enjoy connecting our youngest audience to nature.
- Learn education techniques by shadowing staff.

Reports to: Stephanie Bozzo, Preschool Director stephanie.bozzo@anshome.org

Time Commitment: Volunteers will ideally commit to visiting the preschool on a regular day of the week for either the morning or afternoon program (3-4 hours weekly).
SALAD SCIENCE LEADERS AND ASSISTANTS

Program Purpose: This award-winning program is a partnership with Montgomery County Public Schools and has created school gardens in previously underutilized courtyard areas. Students in the program grow their own salad greens for six weeks while learning about plant science and nutrition through a variety of hands-on lessons taught by ANS educators.

Requirements: Enjoy working with children, patient and fun-loving. Some knowledge of edible gardening and/or nutrition is a plus. Physical requirements include bending, kneeling, standing and/or walking for extended periods of time. Background check may be required. Leadership opportunities for Master Naturalists with teaching experience. Minimum age: 18

Key Responsibilities:

- Assist ANS staff with planting days, as well as harvest and salad parties at local elementary schools.
- Assist ANS staff with classroom prep and clean up.
- Leadership roles available for Master Naturalists with teaching experience.

Benefits:

- Enjoy helping young people learn about gardening and nutrition.
- Learn environmental education techniques by shadowing staff.
- Enjoy a healthy salad!

Reports to: Katrina Kugel, Salad Science Program Manager katrina.kugel@anshome.org OR Susanne Ortmann, NOVA Programs Manager susanne.ortmann@anshome.org

Time Commitment: Volunteers will ideally commit to visiting an elementary school for both the planting session, as well as the harvest and salad party about 6 weeks later. The programs on each of these days can vary from about 3 hours to about 5 hours, depending on how many classes of students participate.
SCHOOL PROGRAMS NATURALISTS

Program Purpose: Our educational programs encourage students in public schools, private schools, homeschool groups and scouts to learn by interacting with nature. Our programs foster natural curiosity, enrich classroom experiences and help youngsters connect with their environment.

Requirements: Enjoy working with children, patient and fun-loving. Knowledge of natural history. Background check may be required. Physical requirements include bending, kneeling, standing and/or walking for extended periods of time. Leadership opportunities for Master Naturalists with teaching experience. Minimum age: 18

Key Responsibilities:

- Assist ANS staff with themed nature hikes at our sanctuaries or naturalist lessons in classrooms.
- Assist ANS staff with preparation of curriculum materials.

Benefits:

- Enjoy helping young people connect with nature
- Learn environmental education techniques by shadowing staff
- Watch kids make the most amazing nature observations that you totally missed!

Reports to:

Serenella Linares, School Programs Manager  serenella.linares@anshome.org
Susanne Ortmann, NOVA Programs Manager  susanne.ortmann@anshome.org

Time Commitment: Programs will be posted to the Volunteer Information Center as they are scheduled by schools. Most programs run for two hours or less, and take place between 9am and 3pm. Ideally, volunteers will sign up to help with several programs per school year, in order to make good use of investments in orientation, training and background checks.
CONSERVATION ADVOCATES AND RESEARCHERS

Program Purpose: The Conservation Program focuses on clean water advocacy, with the goal of ensuring clean streams in every community in the Washington, DC region. On both sides of the Potomac, our advocates testify at public hearings, attend planning board and county council meetings, and are, in effect, the eyes and ears of our members, who are concerned with local air and water quality as well as habitat diversity. Our expertise and experience on water quality and land use issues makes ANS a potent force on redevelopment and transportation-related challenges facing our region. Currently, we work with the Montgomery County Department of Environmental Protection to develop and implement its Clean Water Act permit for polluted runoff and support the Green Streets program. In Fairfax County we advocate for improved stormwater policies before the Board of Supervisors. Our ongoing water quality, transportation and land use activities put us in good position to work on climate change issues affecting this area as well. As it has from the beginning, conservation advocacy will be an honored part of ANS's mission far into the future.

Requirements: Passion for environmental protection, research and writing skills. Minimum age: 18

Key Responsibilities:

- Conservation advocates work on individual or small group projects with our Conservation Director. They may conduct research and analysis or help write fact sheets, testimonies, letters to the editor, and comment letters. They may help write blog posts or articles for the Naturalist Quarterly about our Conservation activities or to highlight community successes.
- A Conservation advocate may become a community leader yourself, and with the support of ANS attend or testify at hearings, help organize, attend, or even lead rallies, and more!

Benefits:

- Leverage your skills and ANS resources to make a difference in a cause that matters to you.
- Join a community of other conservation-minded people
- Learn about stormwater legislation, land-use policy and other topics.

Reports to: Eliza Cava, Conservation Director eliza.cava@anshome.org Ext. 22

Time Commitment: Conservation advocates typically work on individualized projects. Often they do research and writing at home, while meeting periodically with the Conservation Director and/or joining bimonthly meetings of Conservation advocates to share insights and ideas for projects. Time commitments range from a few hours per month to a few hours per week. Projects can be short or long term. Availability of projects varies.
CREEK CRITTERS EVENT LEADERS AND ASSISTANTS

Program Purpose: The Creek Critters smartphone app supports ANS Conservation and Environmental Education Programs in engaging people around issues of water quality and stream health. The app walks users through finding and identifying macroinvertebrates living in streams, and generating Stream Health Reports based on their findings. ANS staff introduce people to water quality monitoring and the Creek Critters app at engagement events at streams and in festival settings. Engagement events are hosted by ANS and ANS partner organizations.

Requirements: Introductory course on water quality monitoring. Proficiency with the Creek Critters app. Physical requirements include carrying supplies (up to 15 lbs.) and bending, as well as walking and standing in shallow water across rocky creek beds. Leadership opportunities for Stream Monitors and Master Naturalists. Minimum age: 14

Key Responsibilities:

- Assist ANS staff with demonstrating app use at events.
- Assist event participants with stream macroinvertebrate collections.
- Assist ANS staff with materials prep and clean up.
- Leadership roles available for Master Naturalists and Stream Monitors.

Benefits:

- Enjoy connecting people with nature and educating them about water quality
- Learn about really cool creek critters and their habitat needs.
- Learn environmental education techniques by shadowing staff.
- Spend your day out in a local stream!

Reports to: Gregg Trilling, Creek Critters Program Manager gregg.trilling@anshome.org

Time Commitment: Programs will be posted to the Volunteer Information Center as they are scheduled with partner organizations. Most programs run for two to three hours, and often take place on Saturdays and Sundays.
WOODEND EVENT ASSISTANTS

**Program Purpose:** Events at our Woodend Sanctuary include fundraisers, author talks, annual membership meeting, and special programming.

**Requirements:** Enjoy working with the public, patient and fun-loving. Background check required. Physical requirements include bending, kneeling, moderate lifting, climbing stairs and standing and/or walking for extended periods of time. Minimum age: 14

**Key Responsibilities:**

Volunteer roles for events vary:

- Some volunteers help with mansion decorations
- Some volunteers help with food setup, serving and clean up
- Some volunteers help with silent auction planning and execution
- Some volunteers help with preparing event materials in advance

**Benefits:**

- Volunteers have time to enjoy the events themselves.
- There is often a meal or treats involved!
- Enjoy working with a community of like-minded people.

**Reports to:** Allie Henn, Development Assistant  allie.henn@anshome.org  Extension 12

**Time Commitment:** Event shifts are typically around 3-4 hours. Volunteers who help with event planning may spend about 4-6 hours in advance on their own schedule.
TABLING EVENT REPRESENTATIVES

Program Purpose: Tabling events out in the community are an opportunity to introduce the work of the Audubon Naturalist Society to new audiences.

Requirements: Enjoy working with the public. Knowledge of ANS mission and programs. Physical requirements include bending, moderate lifting, climbing stairs and standing and/or walking for extended periods of time. Minimum age: 14

Key Responsibilities:

- Pickup tabling event materials from ANS staff and return.
- Assist ANS staff in preparing tabling event materials
- Discuss ANS mission and programs with the public at events

Benefits:

- Volunteers have time to enjoy the events themselves.
- Share your passion for nature with others!

Reports to: Allie Henn, Development Assistant  allie.henn@anshome.org  Extension 12

Time Commitment: Events are added to the calendar as they are scheduled with outside organizations. Event shifts are typically around 3-4 hours. Some events – like Combined Federal Campaign tabling – occur during the work week. Other events, like Earth Day fairs, occur on weekends.
MONTHLY MAILING GROUP

Program Purpose: Although we live in a digital age, ANS still sends some literature and correspondence by traditional post.

Requirements: Enjoy envelope stuffing and good company! Physical requirements include climbing stairs and sitting for extended periods of time.

Key Responsibilities:
- Collate literature
- Stuff envelopes
- Add mailing labels

Benefits:
- There are always treats!
- Enjoy the warm company of other nature lovers.

Reports to: Loree Trilling, Database Administrator loree.trilling@anshome.org Extension 35

Time Commitment: This group meets about once per month for about two hours.
NATURALIST SHOP ASSISTANTS

Program Purpose: The Audubon Naturalist Shop generates revenue for the organization, but also serves as a welcoming door for new members and program participants. The Shop offers a wonderful selection of natural history books and children's books, and many gifts and notecards with a nature theme. We also sell birdwatching supplies including high-quality birdseed, birdfeeders, birdhouses, birdbaths, binoculars, spotting scopes, tripods, and we carry shade-grown coffee.

Requirements: Friendly, professional attitude. Knowledge of ANS mission and programs. Physical requirements include standing or sitting for an extended period of time and moderate lifting. Credit check and/or background check may be required. Minimum age: 15

Key Responsibilities:

• Welcome visitors to the Shop and answer questions
• Encourage shoppers to become ANS members
• Assist customers with their purchases
• Assist Shop Manager with inventory

Benefits:

• Enjoy the company of other nature lovers.
• Be surrounded by fascinating nature books and charming nature gifts.

Reports to: Matt Mathias, Shop Manager  matt.mathias@anshome.org  Extension 29

Time Commitment: Volunteers fill weekly shifts of about 4 hours.
BLAIR GARDEN TEAM

Program Purpose: The Blair Native Plant Garden consists of native plants that can be seen readily in the wild in the Chesapeake Bay Watershed, specifically in Maryland, Virginia, and the eastern West Virginia panhandle. It is a demonstration to the public of the feasibility and value of native plant gardening. Native plants are adapted to local soil and climate conditions and have evolved to develop mutually beneficial relationships with local wildlife. Carefully planned native plant gardens require less maintenance, use fewer resources, and offer appropriate food and shelter for wildlife. They create habitat for birds, small mammals, reptiles and insects including important pollinators.

Requirements: Interest in native plant gardening. Physical requirements include bending, kneeling, moderate lifting and standing for extended periods of time. Minimum age: 18

Key Responsibilities:

- Maintain native garden under direction of team leader. Tasks include weeding, pruning, transplanting, and general maintenance tasks.

Benefits:

- Enjoy the company of other native plant enthusiasts.
- Spend time outdoors in a beautiful setting.
- Learn from your team about native plants and gardening techniques
- Help ANS maintain its outdoor native plant “classroom”

Reports to: Liz Jones, Volunteer Team Leader

Staff Liaison: Stephanie Mason, Senior Naturalist stephanie.mason@anshome.org Ext 37

Time Commitment: The Blair Garden team meets twice monthly during the growing season. Garden sessions typically last about two hours.
CHILDREN’S GARDEN ASSISTANTS

Program Purpose: The Children’s Garden at Woodend serves as a demonstration both of homeowner-scale edible gardening, as well as of engaging children in outdoor work.

Requirements: Knowledge of edible plant gardening. Physical requirements include bending, kneeling, moderate lifting and standing for extended periods of time. Background check may be required. Minimum age: 18

Key Responsibilities:

- Staff “open house” hours in the garden during ANS camps
- Help supervise children in garden tasks like weeding and harvesting
- Share any knowledge you have of special gardening methods like “permaculture”

Benefits:

- Enjoy the company of other gardening enthusiasts.
- Spend time outdoors in a beautiful setting.
- Learn from your team about gardening techniques.
- Witness moments of youthful discovery (That’s an artichoke plant?!)

Reports to: Jenny Brown, School Garden Manager JennyBrown@verizon.net

Time Commitment: One to three hours weekly in the growing season.
NATIVE MEADOW STEWARDS

Program Purpose: With the goal of providing habitat for a greater diversity of species, in 2013 ANS began restoring a large section of its meadow adjacent to the Woodend Sanctuary entrance drive off Jones Mill Road. In 2014, the restored meadow came to life with a succession of native plants blooming among grasses, hosting a variety of fauna. Volunteers and staff continue to maintain the area, removing invasive plants, spraying deer repellent, inventorying species, and mowing in February and May. The meadow improves habitat quality at Woodend and serves as a demonstration for home gardeners.

Requirements: Some knowledge of native and non-native plant species. However, you can also learn on the job. Physical requirements include bending, kneeling, walking through uneven terrain, and standing for extended periods of time. Minimum age: 18

Key Responsibilities:

- Cut back or dig out invasive plant species targeted by team leader.
- Participate in sessions to inventory plants growing in the meadow.

Benefits:

- Enjoy the company of other nature enthusiasts.
- Spend time outdoors in a beautiful setting.
- Learn from your team about native and invasive plants.

Reports to: Pearl Marks, Volunteer Leader

Staff: Alison Pearce, Restoration Director Alison.Pearce@anshome.org Ext 30

Time Commitment: This team meets every other Wednesday during the growing season for two hours.
STREAM MONITORS

Program Purpose: The Audubon Naturalist Society Water Quality Monitoring Program is one of the largest and longest-running citizen science programs in the country. Since the early 1990s, the program has operated throughout Montgomery County and in parts of the District of Columbia. The ANS Water Quality Program has monitoring teams gathering data at 25 sites. Teams of volunteer monitors visit these sites to conduct a habitat assessment and to collect and identify benthic macroinvertebrates to the taxonomic level of family. These small organisms, which dwell on the substrate and exhibit a wide range of sensitivity to pollutants and other impacts on the stream, help us determine the health of the stream.

Requirements: Intro to Water Quality Monitoring class and field session or prior experience.

Key Responsibilities:

- Team members have variable roles depending on experience. Tasks include in-stream collection, organism identification, data recording, and equipment management.

Benefits:

- Enjoy the company of other nature enthusiasts.
- Spend time outdoors in a beautiful setting.
- Learn from your team about aquatic habitats and macroinvertebrates.
- Help with efforts to advocate for protection of our local streams

Reports to:

Cathy Wiss, MD Water Quality Coordinator cathy.wiss@anshome.org

Time Commitment: Most teams monitor their sites 4 times annually. Schedules vary. Monitoring visits range from about 2-5 hours.
WOODEND STEWARDS

Program Purpose: Teams help ANS to achieve the restoration goals of the Woodend 50-year Master Plan. This includes removing invasive plants, planting native plants, pursuing stormwater management projects, and maintaining trails. The work is varied, but always out in nature!

Requirements: Some knowledge of native and non-native plant species is helpful. However, you can also learn on the job. Physical requirements include bending, kneeling, lifting, digging, walking through uneven terrain, and standing for extended periods of time. Minimum age: 14

Key Responsibilities:

• Use tools responsibly and return them to shed.
• Cut back or dig out invasive plant species targeted by team leader.
• Dispose of invasive plant cuttings, fruits and seeds in dumpster to avoid spread.
• Install native plantings as instructed by team leader

Benefits:

• Enjoy the company of other nature enthusiasts.
• Spend time outdoors in a beautiful setting.
• Learn from your team about native and invasive plants, stormwater management and more.

Reports to: Various Master Naturalist team leaders
Staff liaison: Alison Pearce, Director of Restoration Alison.Pearce@anshome.org Ext 30

Time Commitment: Teams meet for two hours each work session. Work sessions are currently on Mondays, Fridays and some Saturdays.
WOODEND CITIZEN SCIENTISTS

Program Purpose: In order to track our progress in achieving the restoration goals of the Woodend 50-year Master Plan, teams will conduct surveys of forest and meadow habitats, as well as wildlife species richness and abundance.

Requirements: Master Naturalist Certification or other background in ecological science. Physical requirements include bending, kneeling, walking through uneven terrain, and standing for extended periods of time. Minimum age: 18

Key Responsibilities:

- Use tools responsibly and return them to Director of Restoration
- Learn and follow survey protocols
- Record data in the field and deliver it in appropriate format

Benefits:

- Enjoy the company of other nature enthusiasts.
- Spend time outdoors in a beautiful setting.
- Learn about ecological survey techniques

Reports to: Various Master Naturalist team leaders

Staff liaison: Alison Pearce, Director of Restoration Alison.Pearce@anshome.org Ext 30

Time Commitment: Teams typically meet for two hours each work session.
VOLUNTEER POLICIES

Applicability of Policy
For the purpose of this policy, a volunteer is anyone who, without compensation or the expectation of compensation, performs a task on behalf of ANS under the direction of ANS staff. Below please find a number of ANS policies. If at any time you have questions or concerns, please do not hesitate to contact the Volunteer Coordinator. Violations of ANS policies could result in dismissal from the volunteer program. The purpose of this policy is to provide overall guidance and direction regarding the relationship between staff and volunteers. ANS reserves the right to change these policies at any time upon the approval of the Manager of Volunteers, the Executive Director, and the ANS Board of Directors.

Volunteer-Staff Relationship
Volunteers are critical to the success of ANS. ANS volunteers leverage the work of staff in implementing the mission and programs of ANS. Volunteers also serve as outreach representatives of the organization in the larger community. ANS accepts and encourages the involvement of volunteers at all levels of the organization and throughout its programs and activities. Designated staff can be expected to provide orientation, training, supervision and feedback to volunteers.

Equal Opportunity Policy
ANS maintains a strong policy of equal volunteer opportunity. We recruit, accept, train, promote and dismiss volunteers on the basis of personal competence and position performance without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, marital status or handicap. The sole qualification for volunteering shall be the suitability to perform a task.

Youth Volunteers
Due to the need for supervision, as well as the limitations of our schedule, there are limited opportunities for minors to volunteer with ANS. ANS does provide SSL hours to MCPS students through our service camps, teen naturalist program, and for participation in our water quality monitoring. School groups wishing to do service projects should contact the School Programs Manager.
VOLUNTEER POLICIES, Continued

Application

Prospective volunteers are required to complete an application form for consideration in the volunteer program. Prior to being assigned to a position, all volunteers will be interviewed to ascertain their suitability for and interest in the position. Interviews may be by phone or in person. The interview provides the opportunity to learn more about the prospective volunteer and gives the prospective volunteer the opportunity to learn more about the organization and the available volunteer positions.

Background Checks

In certain cases the Volunteer Coordinator may contact references to verify the prospective volunteer’s qualifications and personal character. To ensure the safety of children and youth participating in ANS programs, as well as the security of the organization, volunteers may be subject to criminal background checks, credit checks, and fingerprinting. The cost of any background check will be paid by the department to which the volunteer is assigned.

Volunteer Placement

Volunteers have different motivations for volunteering, as well as a range of skills. ANS places considerable importance on appropriate placements and developing suitable opportunities in order to achieve maximum benefit for both the volunteer and the organization. No placement shall be made unless the requirements of both the volunteer and the supervising staff can be met.

Training & Supervision

All volunteers covered by this policy will have a clearly identified supervisor who is responsible for support and direction. All volunteers will receive specific on-the-job training from their direct supervisors to provide them with the information and skills they need to perform their assignments, and to understand the program for which they are volunteering. The supervisor will manage the volunteer and will be available to the volunteer for consultation and assistance. No volunteer will be assigned to work with a staff person without the consent of that staff person. A volunteer may act as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of a paid staff member.
Feedback and Evaluation. The supervisor responsible for a volunteer offers informal feedback as work progresses. Evaluations will convey appreciation to the volunteer, review the performance of the volunteer, suggest changes in work style where appropriate, and ascertain the interest of the volunteer in continuing to work in that position. The supervisor will also seek suggestions from the volunteer concerning the position or volunteer program. The Volunteer Coordinator will periodically discuss volunteer evaluations with the supervisor.

Corrective Action. If a volunteer fails to satisfactorily perform their assignment or is responsible for misconduct, the volunteer may be re-assigned to a new task, may be required to obtain additional training or may no longer be offered volunteer work. Corrective action will be taken only after the volunteer has had an opportunity to discuss the reasons for corrective action with the supervising staff member and, at the volunteer’s request, the supervisor of that staff member. The supervising staff should consult the Volunteer Coordinator before taking corrective action.

Exit Interviews. Where possible, the Volunteer Coordinator should conduct exit interviews with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and any comments the volunteer has regarding the position.

Opportunities for Advancement. Volunteers are encouraged to develop their skills while working for the organization through on-the-job training. Volunteers who exhibit strong skills and knowledge of particular tasks may be asked to assist in training and supervising new volunteers. Exemplary volunteers may be offered more advanced positions and, where appropriate, may be asked to participate in relevant decision making.

Safety and Liability

Although ANS does its best to provide safe conditions for its volunteers, volunteers are expected to be the best protector of their own personal safety. Volunteers should pay particular attention to safety instructions and proper equipment use. Volunteers should speak up if they have a safety concern and report any injuries to the person in charge as soon as possible.

ANS provides commercial general liability insurance and volunteer accident insurance to volunteers while they serve as agents of ANS. Volunteers must be working under the supervision and control of ANS to be covered. When ANS assigns a volunteer to drive a vehicle that ANS owns, leases, or rents, the volunteer is covered by the ANS motor vehicle liability insurance. When volunteers drive their own
VOLUNTEER POLICIES, Continued

vehicle or some other vehicle not owned, leased or rented by ANS, ANS liability and physical damage insurance does not apply.

Any potential volunteer who indicates that they are under the care of a physician for any physical or psychological ailment which might impede their ability to work may be asked to present a certificate from the physician as to their ability to satisfactorily and safely perform their duties. Any volunteer who, after accepting an assignment with the organization, enters a course of treatment which might adversely impact upon the performance of their volunteer duties should consult with the Volunteer Coordinator.

Volunteer Conduct

The lasting impression that volunteers make on those they serve and work with reflects directly on all staff, volunteers and Board Members of ANS. All communications and actions should serve to enhance the positive reputation of ANS and its programs.

Absenteism. Volunteers should do their best to be present and on time for each event or activity for which they are scheduled. If unable to be present when scheduled, volunteers should contact their supervisor at least 24 hours in advance if possible.

Grievance Procedure. Volunteers and staff are expected to act professionally and in accordance with their position descriptions. Volunteers having a grievance concerning their work environment should report it promptly to the Volunteer Coordinator, their direct supervisor, or the Executive Director. Every effort will be made to achieve speedy and effective resolution, and all complaints will be treated confidentially with the possible exception for complaints involving sexual harassment or child abuse.

Media Conduct. Volunteers must not represent themselves as spokespersons for the organization under any circumstances without prior approval.

Alcohol & Drugs. When participating in ANS activities, volunteers are prohibited from purchasing, transferring, using or possessing illicit drugs, alcohol, prescription drugs, or any other substances in any way that is illegal or that may impair the ability of the volunteer to perform his or her duties properly and safely.

Harassment Policy. Volunteering should be an enjoyable experience. Harassment is not only illegal, it also creates uncomfortable conditions and an unpleasant experience for everyone involved. Any volunteer who feels harassed should speak to his or her supervisor, the Volunteer Coordinator, or the Executive Director in an attempt to resolve the problem.