

## Policy for Volunteers at Rockfish Valley Foundation (RVF)

The Rockfish Valley Foundation adopted a policy for volunteers on March 26, 2020. It is stated below:

### 1. Reason for Policy

The goal of RVF is to be a resource for learning and for conserving the area's natural resources. To do so, having elements such as the Rockfish Valley Foundation Natural History Center (RVFNHC), Spruce Creek Park (SCP), and the Rockfish Valley Trail System (RVTS), open to the public greatly enhances the opportunities for achieving those goals. To operate those resources, a variety of volunteers are needed. Our overall vision is environmental education, making volunteers critical to our success. This policy sets out and lowers the requirements for volunteers as hosts for scheduled sessions at the NHC. Others such as education and event volunteers are critical and work as needed, rather than on a fixed repeating schedule like the NHC hosts. The Parks and Trails volunteers, likewise, frequently work on their schedule. Other kinds of volunteers are also needed for various tasks such as marketing, administrative assistance, etc. The roles of each kind of volunteer will be discussed here.

### 2. Definitions (Terms Specific to this Policy)

<b>Term - Volunteer Host</b>	A person who has applied & become credentialed by the RVF as a volunteer host who can open the Natural History Center, run the gift shop, & welcome visitors.
<b>Term - Volunteer Docent</b>	A Certified Master Naturalist or another qualified person who has applied & become credentialed by RVF as a volunteer in a docent capacity in the NHC to interpret exhibits & materials.
<b>Term - Volunteer Educator</b>	A trained or experienced educator who has applied & become credentialed by RVF to host or assist with educational programs in the NHC, on the trails, in the schools, or other locations.
<b>Term - Park &amp; Trails Volunteer</b>	A volunteer who has applied & become credentialed by RVF to work in the Park & Trails (Spruce Creek Park & the Rockfish Valley Trails) system.
<b>Term - Event Volunteer</b>	A volunteer who has applied & become credentialed by RVF to work on a specific event.
<b>Term - Administrative Volunteer</b>	A volunteer who does administrative tasks such as office work, revenue & expense management, fundraising, marketing, photography, serving on a committee, planning & development, &/or other related tasks.

### 3. Policy Statement on Specific Volunteer Needs

- a) This policy will widen the scope of individuals considered for volunteering at the Natural History Center to be a host or docent. NHC volunteers will specifically keep the center open and expand its hours. Others will help with exhibits and programs. The volunteer(s) opening the Natural History Center will be referred to as hosts and need to be courteous and welcoming to the public visitors, describe the elements of the Natural History Center that they are familiar with and direct visitors to self-guiding elements and labeled displays. It is not a requirement that hosts be able to describe any of the elements they are not familiar with. While hosts will become more familiar with the elements over time, it will never be necessary to go beyond their comfort zone with explanations. Volunteer docents are those with specific educational experience who are comfortable interpreting the information for Natural History

Center guests. Volunteer docents may also participate in activities in the Spruce Creek Park and the trails system in an interpretive role.

- b) Volunteers for Spruce Creek Park must be willing to keep the park tidy, report broken equipment, downed branches or trees, and generally make it a safe, fun place for kids and families. There are no educational or experience requirements for volunteering in Spruce Creek Park.
- c) Volunteers for the trails must be willing to walk the trails and keep them tidy, report unsafe conditions and downed branches and trees, and generally make them a safe fun place for families. There are no educational or experience requirements for volunteering for the trails.
- d) Event volunteers will help in various ways with special events such as the kite festival, KidVention, and Earth Day. They are chosen based on the specific skills needed for each event.
- e) Administrative volunteers will help with office work as described above.
- f) All adult volunteers will be vetted and credentialed as described in the Handbook. Any volunteers under 18 must be authorized by a parent or guardian. RVF holds the right to remove volunteers from services with the organization at any time with or without cause.
- g) Further details are found in the RVF Volunteer Handbook Feb 2020 (update in progress).

#### 4. Procedures

<b>Subject</b> Application	Prospective volunteers fill out the application as provided.
<b>Subject</b> Opening	The procedure for preparing the Natural History Center for visitors during a scheduled session is explained in the document "Rockfish Valley Foundation Natural History Center Orientation March 2020" and will be explained otherwise concerning trails, park, and education.

#### 5. Forms and Related Information

Title	Link
Volunteer Application	<a href="http://www.rockfishvalley.org/blog/wp-content/uploads/RVF-volunteer-application-2020-v0-2-1.pdf">http://www.rockfishvalley.org/blog/wp-content/uploads/RVF-volunteer-application-2020-v0-2-1.pdf</a>
RVF Orientation	<a href="http://www.rockfishvalley.org/blog/wp-content/uploads/Rockfish-Valley-Foundation-Natural-History-Center-Orientation-Nov-2019-2.pdf">http://www.rockfishvalley.org/blog/wp-content/uploads/Rockfish-Valley-Foundation-Natural-History-Center-Orientation-Nov-2019-2.pdf</a>
Volunteer Handbook	Not complete
Sign Up Link	<a href="https://signup.com/go/XQaraUM">https://signup.com/go/XQaraUM</a>

#### 6. Frequently Asked Questions

- a) **Q:** Do I need to be a Certified Master Naturalist, or trained in natural history before volunteering at RVFNHC, Spruce Creek Park, or the trails?  
**A:** No. The only requirement is to agree to follow the policies and procedures in this document and the Volunteer Handbook.
- b) **Q:** Can I do limited volunteer work and not be expected to be a regular volunteer?  
**A:** Yes. Do what you want to help RVF be better and better!
- c) **Q:** Do I need to fill out an application to volunteer?  
**A:** Yes. We expect all volunteers to have an application on file.
- d) **Q:** What are the credentials for Host, Docent, Educator, etc., and how do I become credentialed?  
**A:** This will vary based on what the job is, your past work experiences, and what the qualifications are. Contact the program director or a member of the Comprehensive Volunteer Committee (CVC) for details.
- e) **Q:** How do I sign up to volunteer?  
**A:** Email us at [volunteer@rockfishvalley.org](mailto:volunteer@rockfishvalley.org) or visit our website to fill out an application.

#### 7. Responsibilities and Enforcement

The CVC is responsible for the enforcement of the policy. Anyone concerned about aspects of this policy should contact a member of the CVC. Please be aware that the role of the CVC is primarily to recruit, vet, help train, schedule, support, retain, and reward volunteers. It is not to approve projects or events as this is

the duty of the Executive Committee or its designees. It is helpful that the CVC Chairs be consulted in the planning process to assure adequate volunteers are likely to be available.

## 8. Policy History

Revision Date	Author	Description
03-18-2020	Bruce Slater bruce@bruceslater.com	Contact Person