



## C&O Canal National Historical Park Volunteers-In-Parks Job Description

**Job Title:** Bike Patrol Volunteer

**Supervisor:** Sub-District Bike Patrol Coordinator

**Location/Area:** Check in before patrol for radio and supplies at either Georgetown, Great Falls Tavern, Brunswick, Williamsport, or Cumberland Visitor Centers or via cell phone to park communications.

**Project Duration/Dates:** Ongoing

**Time Commitment:** A minimum of 40 hours per year is requested

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**Description of Duties:** Bike Patrol members assist park rangers by riding on the towpath, preferably in pairs. The Responsibilities include greeting and welcoming visitors using the towpath, and providing them with information on the park's history, resources, regulations and safety in the park. Members also alert staff to potential problems and safety hazards on the towpath, relay visitor comments and concerns to park staff, and provide basic first aid and bike maintenance to visitors when needed.

### **Benefits to Volunteer:**

- Enjoy cycling in the park while assisting visitors and supporting park rangers.
- Acquire personal enrichment and experience working in a national park.
- Learn both local and national history.
- Become familiar with and help to protect natural and cultural resources along the towpath.
- Enjoy a canal boat ride free of charge, or any other ranger-led program listed in the *Canaller*, the park newsletter.
- Be involved with local issues and events.
- Communicate with a variety of people and interface with the public.
- Build relationships with staff members, visitors and other volunteers.

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**Goal/Outcome of Job:** To assist park staff in providing helpful information and services to park visitors, maintain good public relations as a representative of the National Park Service, and monitor park resources, visitor usage, and emergency needs.

**Skills and Experience Desired:**

- Excellent communication skills.
- Ability to work with culturally, socially, and economically diversified people.
- Knowledge of the park and local resources, or the desire to learn.
- Knowledge of basic bike maintenance or willingness to learn.
- Willingness to provide basic first aid.
- Ability to demonstrate skill in basic operation of a bicycle

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**Training Requirements:** All training can be scheduled through the position supervisor.

1. Accompany a veteran patroller on two ride-alongs. The purpose of the first ride-along is to introduce applicant to the program and to ensure that this is the right program for you. This component must be completed first. The second ride-along is performance-based and serves as a check-out to determine the readiness of new member.
2. Attend an Orientation Course, held by park staff, focusing on park regulations, radio use and visitor contacts.
3. Obtain Adult CPR/First Aid certification within one year. Periodic Red Cross CPR/First Aid classes are offered by park staff at no cost to you. Certification may also be obtained by a source outside of the park. If your CPR and/or First Aid certifications are current there is no need to re-certify. However, a photocopy of your certification is required for our files before you are eligible to patrol.
4. Basic interpretive training provided by the park.
5. Attend a basic bicycle maintenance session hosted by park staff.

**Special Requirements:** Must have the ability to cycle outdoors for a suggested tour of one to four hours at a time. A uniform vest and shirt will be provided to the volunteer, which are to be worn, along with a helmet, while on duty. The volunteer will also be provided, available for check out, basic supplies, i.e., a park radio, first aid kit, park literature, and a bike maintenance kit, which are to be carried while on duty. Volunteer must have a bell or other sounding device on bicycle. Volunteer must check in via radio or cell phone with the park communications center at the start and end of shift. Volunteer must have current emergency contact information on file in order to participate in program.

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**Evaluation:** The appropriateness of the job assignment and the effectiveness of the volunteer will be evaluated at least annually by the Sub-District Bike Patrol Coordinator. Volunteer may be terminated from program to poor evaluation. Volunteer's bicycle may also be assessed periodically to evaluate its safe condition.