



I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees for any purpose other than tort claims and injury compensation. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party.

I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.

I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

I understand the health and physical condition requirements for doing the work as described in the job description and at the project location, and certify that the statement I have checked below is true:

- I know of no medical condition or physical limitation that may adversely affect my ability to provide this service.
- I do know of a medical condition or physical limitation that may adversely affect my ability to provide this service and have explained it to \_\_\_\_\_

(Name of Agency Official)

I do hereby volunteer my services as described above, to assist in agency-authorized work. I agree to follow all applicable safety guidelines.

\_\_\_\_\_  
(Signature of Volunteer)

\_\_\_\_\_  
(Date)

The above - named agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims and injury compensation to the extent not covered by your volunteer group, if any.

\_\_\_\_\_  
(Signature of Government Representative)

\_\_\_\_\_  
(Date)

**Termination of Agreement**

Volunteer requests formal evaluation  Yes  No Evaluation Completed \_\_\_\_\_  
(Date)

Agreement terminated on \_\_\_\_\_  
(Date) \_\_\_\_\_  
(Signature of Government Representative)

**Public Burden Statement**

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Collection and use is covered by Privacy Act System of Records OPM/GOVT-1 and USDA/OP-1, and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA and USDI for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.

CUYAHOGA VALLEY NATIONAL PARK

VOLUNTEERS IN PARKS

JOB DESCRIPTION

<b><u>VIP JOB TITLE</u></b> Trail Worker	<b><u>DIVISION/DISTRICT</u></b> Maintenance	<b><u>VIP SUPERVISOR</u></b> Bill Zimmer	<b><u>PROJECT DURATION</u></b> On-going, all year
<b><u>NAME OF VOLUNTEER</u></b>		<b><u>JOB DESCRIPTION</u></b> Volunteer will assist the National Park Service (NPS) in building, maintaining and improving trails within Cuyahoga Valley National Park (CVNP).	
<b><u>DUTIES AND RESPONSIBILITIES</u></b> -(Be Specific)			
<p>The work may consist of building, installing and maintaining:</p> <ul style="list-style-type: none"> <li>- Signs – carry lumber; dig or drill holes in the ground; tamp backfill; drill holes and pound fasteners to attach signs.</li> <li>- Structures – carry lumber and building materials; use hand and power tools to cut and assemble benches, bridges, boardwalks, turnpikes, steps. Dig holes and move rocks.</li> <li>- Treadway – dig and move dirt; chop tree roots and stumps; remove rocks from footpath. Move sand and gravel using bucket, cart, wheelbarrow, all-terrain vehicle. Use leaf blower to remove leaves from treadway.</li> <li>- Corridor clearance – remove unwanted vegetation from the travel corridor by cutting and chopping trees, branches, bushes. Haul and scatter cut vegetation away from the trail. Remove trees and branches that have fallen across the trail.</li> <li>- Drainage channels – dig ditches; install culverts, drain dips and waterbars. Clean drainage channels using hand tools and leaf blowers.</li> </ul> <p>Volunteer may pick up litter.          Volunteer may observe and report trail conditions to NPS maintenance department.          Volunteer may refuse to use or operate any tool or piece of equipment or to perform any task for any reason.          Volunteer will follow all safety instructions.</p>			
<b><u>WORKING CONDITIONS/PHYSICAL</u></b> -(Attach Job Safety Analysis)			
<p>Ability to work outdoors at 1 to 8 hour intervals in varying degrees of sun, temperature, and weather conditions, in all four seasons. May lift or carry heavy objects, but all lifting and carrying must be reasonable to the volunteer’s ability.</p>			
<b><u>KNOWLEDGE/SKILLS REQUIRED</u></b>			
<p>Good judgment in working with tools and equipment.          Open to following instructions from NPS staff and volunteer crew leaders.</p>			
<b><u>TRAINING REQUIRED/TO BE PROVIDED</u></b> -(Indicate which)			
<p>Training will be on-the-job and will be provided by NPS staff and volunteer crew leaders. Volunteer will not use tools or equipment without training.</p>			

**EQUIPMENT TO BE USED**-(Indicate motor vehicles)

Volunteer may use hand tools:

bow rake, bow saw, carpenter saw, come-along, culvert hoe, draw knife, drill, fire rake, fold-it cart, grub hoe, hammer, leaf rake, log carriers, loppers, mattock, mcleod, pole saw, post hole digger, pruning shears, Pulaski, rock bar, screw driver, shovel, sledge hammer, spud bar, trowel, wheelbarrow, wrench

Volunteer may use power tools:

leaf blower, tamper, drill, weed trimmer, gas powered hedge trimmer, electric generator, circular saw, gas powered auger

Volunteer may transport and/or handle fuel for gas powered tools.

Approved volunteer, 18 and older with valid driver's license, may drive NPS cars and light pick-up trucks.

Approved volunteer, 18 and older, may drive all-terrain vehicle after training.

Volunteer will NOT use a chain saw unless he/she is certified by NPS.

**TIME COMMITMENT**-(Enter working hours, if known)

1 to 8 hour shifts.

**SUPERVISORY CONTROLS AND GUIDANCE**

Volunteer may work under the supervision of NPS staff and/or volunteer crew leaders. Volunteer may work independently after appropriate training.

**SUPPLIES, MATERIALS, AND EQUIPMENT USED**

Supplies, materials, and equipment will be provided by NPS and Cuyahoga Valley Trails Council. Volunteers may also use their own tools and equipment. Safety equipment will be provided when appropriate.

**IS UNIFORM REQUIRED?**

No

<b>JOB SAFETY ANALYSIS</b>  Volunteers In Parks Program	JOB TITLE: PAGE <u>1</u> OF <u>1</u> JSA Trail Worker, Cuyahoga Valley Trails Council and Adopt-a-Trail		DATE: 07/12/05 <u>  X  </u> NEW <u>      </u> REVISED	
	VIP NAME:	SUPERVISOR: Bill Zimmer	ANALYSIS BY: Mike Wendelken, Pamela Good, Dave Burgan, Dave Herbster Travis White	
PARK/DIVISION: CUVA/ Maintenance	DISTRICT: Entire Park	WORK LOCATION: Various sites throughout the park	REVIEWED BY: Tim Atkinson	APPROVED BY: Arrye Rosser

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Long pants, long sleeve shirt, work gloves, sturdy footwear, insect repellent, sun screen, hat

<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL HAZARDS</b>	<b>RECOMMENDED ACTION OR PROCEDURE</b>
Drive to and from work site	Normal traffic hazards	Exercise caution and obey all traffic laws.
Hike to and from work site	Normal environmental hazards associated with on and off trail hiking: downed trees, slippery logs and soil, mud, ice, snow, standing water, loose leaves, steep slopes, rocks, and other natural or man made hazards which may be encountered.	Wear appropriate footwear (sturdy, well fitted boots); exercise care in crossing logs or other obstructions; avoid hazards by taking alternate routes; never proceed if it appears to be dangerous. Carry tools properly. Maintain safe spacing around other workers.
Work outdoors – 1 to 8 hour shifts	Heat and cold related illness; sunburn; frostbite; blisters; insect stings and bites; poison ivy Inclement weather	Dress for the weather. Bring adequate drinking water and drink it frequently; rest as needed; use sun screen; wear sturdy boots, long sleeved shirts, long pants, hat; use insect repellent; carry an epinephrine pen if allergic to insect stings; wash thoroughly with cold water after exposure to poison ivy. Monitor weather reports. Stop work and go to a safe location if conditions become dangerous due to high winds, lightning, flooding or extreme temperatures.
Participate in building, maintaining and improving trails within park boundaries using hand tools and power equipment	Strains and sprains Cuts and blisters Pinches and smashes Injury due to misuse of tools and/or injury to other workers Hearing damage from loud equipment Injury to eyes from foreign objects	Lift using leg muscles and keep back straight; haul weight that is reasonable for your ability; make as many trips as necessary to remove debris. Work at a controlled pace and wear gloves. Recognize and avoid pinch points. Handle/carry all tools properly at all times; maintain safe spacing around other workers; be aware of surroundings and activities at all times. Use electric tools away from water to avoid shock. Wear hearing protection around loud equipment. Wear safety glasses when appropriate.

<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL HAZARDS</b>	<b>RECOMMENDED ACTION OR PROCEDURE</b>
Store, transport and handle gasoline and mixed fuel	Splashes Fire or explosion Spills Asphyxiation Damage to machine from using improper fuel	<p>Listen to and follow all safety instructions.</p> <p>Store and transport gas in approved safety containers.</p> <p>Make sure cap is tight.</p> <p>Put container in trunk or bed of pickup, not inside passenger compartment.</p> <p>Restrain container so it cannot tip over or slide.</p> <p>Never leave a vehicle with fuel container inside in direct sunlight.</p> <p>Wear safety glasses while refueling.</p> <p>Avoid getting gas on skin or clothing.</p> <p>Contact with eyes – flush with water for 15 minutes.</p> <p>Contact with skin – thoroughly wash with soap and water.</p> <p>Turn off engine and disconnect spark plug wire.</p> <p>Let engine cool for two minutes.</p> <p>Make sure there are no sources of ignition.</p> <p>Do not smoke while refueling.</p> <p>Do not fill fuel tank more than <math>\frac{3}{4}</math> full.</p> <p>Fill machines on the ground, not in car trunk or bed of pickup truck.</p> <p>Fill machines away from work area in case of spills.</p> <p>If gas spills, use sand or earth to absorb affected area.</p> <p>Transfer gas in area with good ventilation.</p> <p>Avoid prolonged breathing of vapors.</p> <p>Avoid operation of gas powered tools where carbon monoxide can collect.</p> <p>Always use the proper fuel for the machine.</p> <p>Always shake the can of mixed fuel before refueling.</p>