



Volunteer Position Description Example

Position Title: Memorial Day Flag Planting & Pulling

Main Goals for This Position to Accomplish:

VIP will participate in the placing and/or removal of memorial flags on grave sites at the Chalmette Cemetery.

Brief Description of Work to be Performed:

VIP will participate in the placing and/or removal of memorial flags on grave sites at the Chalmette Cemetery. The Friday before Memorial Day Weekend (planting) and the Tuesday following (pulling), weather permitting.

Length of Commitment:

- Friday, May 26th (placement) and/or Tuesday, May 30th (pulling)
- The project will begin at 7:30 a.m. and will continue until all of the flags are placed on May 26th. This project will take place in light rain.
- The project will begin at 7:30 a.m. and will continue until all of the flags are pulled. If inclement weather, the flag pulling will be re-scheduled
-

Tools, Equipment, and Vehicles to be Operated:

- No vehicles will be operated within the scope of the position.
- Small tools will be used to create holes and to pull flags

Location Where Work Will Be Performed:

Chalmette National Cemetery, 8606 W. St. Bernard Highway, Chalmette

Physical Requirements of Work:

Work will involve being outdoors in rain, hot sun & humid weather, bending, stooping, and creating holes (with specialized tool), for the placement & removal of the flags. VIP may encounter wildlife, and will respond in a safe manner.

Benefits to the Volunteer:

- Opportunity to honor troops in a national cemetery

Position Supports Which Division:

Interpretation and Cultural Resources

Supervisory Controls:

Ron Merrill

Scope of Contacts:

Volunteer should expect to have constant public contact while placing and pulling memorial flags. Volunteers should positively represent their organization, the NPS, and the cemetery.

Firearms in the Park:

Under 43 C.F.R. § 20.511, Departmental volunteers in the course of their official duties are prohibited from possessing firearms on property under control of the Department. Because of the stated purpose of the sponsors of Section 512 to provide uniformity under applicable state law from bureau-to-bureau, the potential liability issues that could result, and the absence of any criminal penalties applicable to this regulation, this Departmental policy continues to apply to all NPS/FWS employees and volunteers during their official duties. Volunteers who are not on official duty may possess firearms on Departmental lands under the same conditions applicable to members of the general public, according to **P.L. 111-24, Section 512. For this purpose, volunteers are considered the same as other employees when engaged in their official activities.**

POSITION DESCRIPTION ACKNOWLEDGMENT

I have read and reviewed the above position description. I hereby acknowledge that I am able carry out all of the above duties and that I can meet all of the physical requirements.

Signature: _____

Date: _____