



# Volunteer Handbook



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## I. Introduction

LandPaths, established in 1996, celebrates 20 years *fostering a love for the land in Sonoma County*. Our success and legacy is made possible by volunteers. From helping in the field, to the office or Board room, volunteers are the foundation of LandPaths—and a foundation that ensures LandPaths continues to be relevant and address our community’s needs.

By becoming a part of LandPaths, you are part of a *People Power* movement, building a community that is engaged in our shared open spaces. You have embarked on a fun and possibly surprising adventure that supports and is supported by staff and other volunteers.

We welcome you to LandPaths and **thank you** for seeing the value of our work and for contributing your valuable time and energy in helping us continue to be a relevant, sustainable and impactful organization of Sonoma County.

Sincerely,

Craig Anderson

Executive Director



## II. Who We Are

### How To's of the LandPaths Volunteer Handbook

Welcome to a wonderful team!

This handbook is your guide and reference to everything about being a LandPaths volunteer. The first few sections are summaries of our history, open space lands, and programs. The handbook also includes job descriptions, and procedures that apply to each volunteer role. The final section explains volunteer policies and your resources, rights and responsibilities as a volunteer.



Detailed training for each volunteer role/location is provided in other documents and in-person/on-the-job learning by program staff. Every volunteer is responsible for learning the details and duties for their role. We encourage (but do not require) you to learn about other programs to explore the many ways you might like to participate in our stewardship community. Feel free to ask the Volunteer Coordinator or your program staff leader any questions. Please refer to “Communications” in the final section of this Handbook for contact information for the volunteer coordinator.

### Who We Are

LandPaths’ mission is to ***foster a love for the land in Sonoma County***. LandPaths, established in 1996, is dedicated to fostering a love of the land. We provide exceptional learning experiences and inspire lifelong environmental and community stewardship. LandPaths enables residents to experience the beauty of Sonoma County, understand the value of regional ecosystems and local open spaces, and assist in stewarding the land. Through these experiences residents enhance their connections with nature, community, family and self.

## Organization History at a glance...

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- Founded in 1996—created to manage 1500-acre McCormick property allowing State Parks, under severe financial cuts, to accept the property as addition to Sugarloaf State Park.
- Landpaths mission is to foster a love of the land in Sonoma County. We create ways for people to experience the beauty, understand the value, and assist in healing the land in their local communities.

## Sample of Key Accomplishments over 20+ years: 1996 to 2018

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- Launched free-public *Outings Program* to expand public access opportunities, creating ground breaking model for managed public access now replicated throughout the region. Leading over 300 *Outings* annually, with over 1200 participants.
- Created and sustaining *In Our Own Backyard*, an innovative multi-day education program, reaching 800 elementary school youth and 20,000 student-field-hours annually—a model for connecting kids to nature near where they live.
- Protected 28-acres of old growth redwoods, establishing the *Grove of the Old Trees*, the only privately held, publicly accessible free open space in Sonoma County. The *Grove*, now 48 acres with support from neighbors and partners, connects several habitat types and potential trail.
- Piloted ground-breaking local model of free permit-based access now replicated by county parks and open space agencies. Invested \$700,000 in watershed restoration at Willow Creek.
- Selected for Coastal Conservancy's *Diversity Initiative*, leading County and region in making conservation relevant to non-traditional constituencies. *Bayer Farm* and *Vamos Afuera* are LandPaths cornerstones in this effort.
- Critical to protect 3,000 acres, creating the Willow Creek addition to Sonoma Coast State Park pledging to manage public access and management at Willow Creek.
- Co-founded *Sonoma County Environmental Education Collaborative* to increase collective effectiveness and reach of environmental education in the County.
- Protected an additional 1,100 acres of open space on three preserves, *Riddell*, *Bohemia*, and *Rancho Mark West*, where LandPaths engages people with land and community around the County
- Launched *TrekSonoma*, a multi-day excursions initiative to connect the Sonoma County landscape for wildlife and people.
- Responded to Sandy Hook shooting and other indicators of teen crisis, launching *Inspired Forward* integrating environmental education and youth leadership mentoring for Sonoma County teens.
- Participated in Portrait of Sonoma Leadership Group for the *Portrait of Sonoma County*, a critical tool to identify avenues for addressing the underlying causes of disparities in Sonoma County.
- Built a portfolio of nature-based camps with pro-active recruitment and scholarships so more youth can spend the summer outside.
- Created *iREAD Outside*, combining the fun of nature, the wonder of reading, with the need to encourage and support family reading for early childhood literacy

- Broke ground at *Andy Unity Park Community Garden*, replicating LandPaths' *Bayer Farm* model of engaging a broader audience in conservation by creating new and safe neighborhood parks through relevant programming.

## Core Program Areas

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Our passion is to create exceptional outdoor experiences for people, increasing their understanding and appreciation—and therefore desire to steward—nature. We live in an area rich in natural beauty and “community wealth” and believe strongly in tapping our community’s knowledge and experience—from multi-generational farmers to academics—in shaping engaging programs. We focus on direct outdoor experiences that promote community through learning, volunteerism, stewardship, health and camaraderie, and seek opportunities to engage new audiences and perspectives by integrating culture, science and the arts. We work to create replicable local and regional model programs.

- **Rooting Youth in Nature**— Play in nature enhances creativity and self-respect, promotes healthy sleep, and lowers stress. Learning in nature boosts academic achievement, problem solving, social awareness and enthusiasm for school. LandPaths expands opportunities so more children can reap the benefits of spending time in nature.
- **Branching out Conservation with purpose**— Sonoma County's population is 16% retirees, 26% Latinos, 8% farmers, 6% veterans, and 46% low-income youth—and these numbers represent just a sample of the County's diversity. LandPaths engages new people, gaining new perspectives and tests new approaches—ensuring all residents have a safe and welcoming opportunity to get outside, allowing more people to see themselves as part of the conservation movement.
- **Growing Community with Nature**—Exposure to nature immediately lowers stress; more and more research is documenting more frequent and long periods in nature has added cumulative benefits to the mind, body and heart. A path to solving today’s challenges—distraction, violence, health, climate change—may be understanding that, in saving nature, we save ourselves. LandPaths reconnects nature with our daily lives and hosts outdoor celebrations where, together, we affirm a culture that cares for the land, ourselves and each other.

## Who We Serve

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LandPaths serves all of Sonoma County, and does not discriminate based on race, gender, beliefs, disability or sexual orientation. Each of our programs is developed to address a specific need of the community. We seek and celebrate partnerships that ensure a positive impact for the land and the community.

## We Value Volunteers

LandPaths appreciates all volunteers in all forms. Whether you are an occasional volunteer or ongoing, we understand the power of your involvement and therefore believe in supporting you and other volunteers to ensure a positive, productive experience for both you and LandPaths. **Thank you to our volunteers!** You and our staff together make it possible to engage our community with the land for a healthy vibrant community that values our natural resources and the land.

## Program Categories

The icons below organize LandPaths' volunteer programs into six categories, to help volunteers find the type of activities that suit them best.



### Gardening

Bayer Farm Garden  
Andy's Unity Park  
Community Garden



### Stewardship

Riddell Preserve  
Bohemia Preserve  
Fitch Mountain  
Rancho Mark West  
Grove of Old Trees



### Youth Education

In Our Own BackYard  
Owl Camp  
River Trek  
Backpacking Camp  
iRead Outside  
Inspired Forward



### Public Access

Bohemia Preserve  
Rancho Mark West  
TrekSonoma  
Vamos Afuera



### Wildlife

Wildlife Corridor



### Other Skills

Office support  
Photography/Video  
Communications  
Social Media

## Program Descriptions

Listed below are LandPaths programs, organized by the type of need the programs address. For more details about any of our programs, visit [www.LandPaths.org](http://www.LandPaths.org) or talk to our Volunteer Coordinator.



### Community Gardening

***Bayer Farm; community-based farm and park in partnership with the City of Santa Rosa***

*Volunteer Roles:* Bayer Farm has a variety of volunteer roles, based on the foundational work of 64 Garden Program families, each tending a plot where they grow their own food. These families sign a contract at the beginning of the year, in which they agree to give at least 50 hours of volunteer service from January to December. The LandPaths Garden Coordinator directly supervises the training and day-to-day tasks of the volunteers. Every week day during the summer season, Bayer Farm hosts a free lunch program, in partnership with Redwood Empire Food Bank. LandPaths provides additional programming for the children to participate in after they eat. It takes many volunteers to make this free lunch program happen!



Additional volunteer roles at Bayer Farm are Native Plant Gardener, Vineyard Tending, Fruit Trees Specialist, Harvest Coordinator, Lunch Program Assistant, and Potluck (Events) Planner.

Bayer Farm is open Wednesdays and Fridays 1-5pm, as well as the third Saturday of the month drop-in workday. Volunteers working in the garden during Community Volunteer Hours can take home fresh produce. Bayer Farm accepts community service volunteers, as well as pre-scheduled groups.

***Andy's Unity Park (AUP) Community Garden; community-based farm and park in partnership with the County of Sonoma . Andy's Unity Park memorializes the life of Andy Lopez, who was tragically killed at the site.***

*Volunteer Roles:* Andy's Unity Park includes many similar activities to Bayer Farm, including the summer free lunch program. Andy's is a smaller, younger garden and there are many opportunities for volunteer to grow into leadership roles. The LandPaths Garden Coordinator directly supervises the training and day-to-day tasks of the volunteers.



## Land Stewardship

LandPaths owns and stewards a number of preserves throughout Sonoma County. *Preserves include: Grove of the Old Trees, Bohemia Ecological Preserve, Riddell Ecological Preserve, Fitch Mountain*

*Volunteer Roles:* LandPaths' Stewardship program includes both long-term and drop-in volunteers, individuals and groups. Stewards maintain trails, preserve natural resources, meet new people, learn new things, and feel good about what they accomplish. Stewardship projects are monthly in three locations (see below), and as needed, or requested by partner agencies. Long-time (ongoing) volunteer stewards may co-lead projects as requested by the Stewardship Manager.



Some common activities include invasive species removal, road, trail, and infrastructure maintenance, native planting, and forestry work. Tools, gloves, water, and a light snack provided. Volunteer stewards should come prepared with long pants, sturdy shoes, layers, additional snacks/picnic lunch, refillable water bottle, and their own tools and gloves if wanted. Registration helps us determine tasks and number of tools to bring but is not necessary. To register for one of our stewardship workdays, please visit our stewardship/volunteer calendar.

### **Monthly Drop-In Stewardship Workdays - Locations and Times** (days/times subject to change)

**Riddell Preserve:** The Riddell Preserve monthly stewardship workday is every 1st Friday and 3<sup>rd</sup> Thursday from 9am-1pm. We always meet at the Healdsburg City Corporation Yard at 550 Westside Road in Healdsburg and carpool into the preserve from there.

**Bohemia Ecological Preserve:** The Bohemia Ecological Preserve monthly stewardship workday is every 3<sup>rd</sup> Friday from 9am-1pm. We usually meet at the Quarry Entrance of the preserve which is located at 6773 Bohemian Highway, Camp Meeker. Click here for a map. Occasionally, volunteers will meet at the Grub Creek entrance at 6407 Bohemian Highway.

**Fitch Mountain:** Lend a hand the 2<sup>nd</sup> Saturday of every month (Oct-June) from 9am-1pm. Meet at the parking lot for Villa Chanticleer Dog Park 908 Chanticleer Way, Healdsburg, CA 95448.

**Healdsburg Ridge** Join the stewardship work day every 4<sup>th</sup> Wednesday (Oct-June) 9:00am-1:00pm. 499 Arabian Way, Healdsburg, CA, 95448

**Grove of the Old Trees** Lend a hand the 1<sup>st</sup> Saturday of every month from 9am-1pm. Meet at the parking area at 17599 Fitzpatrick Lane, Occidental, CA 95464.



## Education and Youth Investment

***In Our Own BackYard (IOOBY)*** is an environmental education program linking school children and teachers to open space in Sonoma County. Participating classes join in four theme-based visits that evolve throughout the school year from fun and learning expeditions to stewardship projects.

***Volunteer Roles:*** IOOBY volunteers help LandPaths staff supervise children and lead outdoor education activities, and are trained and supervised by the In Our Own Back Yard Lead staff.

***Owl Camp:*** *summer camp for 5 to 13 year olds.* Owl Camp is a nature-based day camp that encourages kids to explore and enjoy the outdoors through activities like: hiking, creek exploration, swimming, canoeing, earth-centered crafts, organic gardening, music and MORE! Owl Camp is located at Rancho Mark West, a 120 acre nature preserve located 25 minutes from downtown Santa Rosa.

***Volunteer Roles:*** Volunteers help in all aspects of our nature based summer day camp - from singing songs, to leading hikes, to playing in the creek, to crafting natural art projects, overnight programs, and more. Owl Camp roles include Docent (activity leader), Group Leader Assistant, Gardener Chef, Van Driver, and Guest Expert. Volunteers can choose to work with all age groups or focus in on an age range that interests them. Owl Camp runs Monday–Friday, 9am-3pm, with 4 theme-based sessions, July through early August. Minimum volunteer commitment is 3 days of camp over the summer season. Volunteers are required to be fingerprinted and attend a one-day training prior to camp.

***Russian River Teen Trek:*** *summer camp for 12 to 14 year olds.* The Russian River Teen Trek offers a special opportunity for youth ages 12-14 to explore the natural world from the unique perspective of a boat paddling down the Russian River. Typically, the River Teen Trek takes place in two sessions during June and July.

***Volunteer Roles:*** We welcome a select team of dedicated and experienced adult volunteers excited to share their knowledge and love of the scenic Russian River. All our staff and volunteers must be fingerprinted for a thorough background check.





## Education and Youth Investment (continued)

***Backcountry Basics:*** *summer camp for 14 to 18 year olds.* Young outdoor enthusiasts have a chance to dive deep into learning all the skills necessary to be self-sufficient on the trail. Typically, the Backcountry Basics trip takes place during a week in June.

*Volunteer Roles:* Experienced backpackers who love sharing their passion with the younger generation may wish to volunteer with the Backcountry Basics trip. All our staff and volunteers must be fingerprinted for a thorough background check.

***iRead Outside:*** iRead Outside provides opportunities for families to combine a love of reading with a love of being outdoors. In 2018, LandPaths will provide a total of 10 iRead Outside sessions at Bayer Farm starting on Tuesday, June 5th and continuing every consecutive Tuesday after that. This program works in partnership with the Bayer Farm free lunch summer program. In addition to the 10 consecutive reading sessions at Bayer Farm, LandPaths will also offer 3 special outings in which we will visit an open space, preserve, or park in Sonoma County.

*Volunteer Roles:* Volunteers can help: 1) gathering book donations; 2) reading and organizing activities for children; 3) preparing the site at Bayer Farm during the spring season; 4) assisting with the free lunch program that precedes iRead on Tuesdays during the summer. iRead works in partnership with the Bayer Farm free lunch summer program, which happens every week day during much of the summer—at both Bayer Farm and Andy’s Unity Park. Please consider volunteering with iRead and the free lunch program together.

***Inspired Forward:*** *school-based partnership for teens and young adults, 12 to 20.* *Inspired Forward* brings the need for more positive and leadership-based experiences for youth together with the opportunities presented by the land—recreation, learning, adventure, local food, quiet contemplation, and community.

*Volunteer Roles:* If you are interested in serving in a mentorship role for teens and young adults, you may like to join on some of our Inspired Forward outings. We encourage a regular commitment, as it is helpful to develop a relationship with the participants. There are typically six different cohorts, each of which goes on a series of four outings throughout the year. A volunteer may choose to join one or more cohorts. Bilingual skills can be helpful, but not required.



## Public Access

***Bohemia Ecological Preserve Hike Docents:*** Bohemia Ecological Preserve Hike Docents are premiere ambassadors, providing public access opportunities and creating a vibrant People Powered Preserve on this 1000-acre property.

*Volunteer Roles:* BEP Docents lead guided hikes and workshops on the property that are open to the general public, and also assist with special events, campouts, and private group outings. Docents must be certified in First Aid/CPR (at their expense), be at least 18 years old, and capable of hiking 5 miles. There are 2 training sessions and an apprenticeship hike, and BEP Docents commit to a minimum of 1 year of service, doing at



least 4 programs/activities per year. Volunteer positions that support the docents include: Docent Program Coordinator (posts outings to website and communicates between docents and outings registrants; and Bohemia Facebook Volunteer (posts photos and stories to the Bohemia Facebook page.)

***Rancho Mark West Permit program:*** providing interim access to public lands. Rancho Aificionados In Nature (RAIN) is a LandPaths program created as an interim access program for Rancho Mark West.

*Volunteer Roles:* Volunteers commit to 70 hours of service to the preserve in exchange for full access to the property. Up to six RAIN volunteers can be accepted per year, with a short training required. Volunteer hours may be spent on forest stewardship, infrastructure maintenance, gardening, organizing and leading public events or outings.



## **Public Access (continued)**

**TrekSonoma:** LandPaths offers an opportunity to join an expert guide on unparalleled outdoor adventures with TrekSonoma - three days spent walking or paddling across our local landscape.

**Volunteer Roles:** Volunteering with TrekSonoma is a way to help contribute to building a more interconnected, accessible landscape in Sonoma County. Many of the volunteer tasks are jobs that are done at a distance from the actual trek. Some examples include: shuttling kayaks and/or people before and after treks; taking inventory of trek gear after trek; and preparing meal ahead of time. Other jobs may include some interaction with trekkers at the campsite, such as: helping set up camp before trekkers arrive; and helping cook and clean in the camp kitchen. Often there may be an opportunity to join the trek for one day, either before or after your volunteer task.

Volunteers who are interested in earning a spot on a future trek may choose to earn points towards joining a trek free of charge. Volunteer time can be exchanged for trek spots at the following rate: 20 volunteer hours = 1 trek OR 1 volunteer hour = \$25 off trek ticket.

**Vamos Afuera:** Vamos Afuera con LandPaths es una serie de eventos al aire libre guiados en español por el personal de LandPaths bilingüe para que residentes hispanoparlantes puedan disfrutar de la naturaleza y de experiencias educacionales en el lenguaje que es cómodo, familiar e inclusivo ¡porque todos merecemos la oportunidad de disfrutar el gran afuera del Condado de Sonoma con LandPaths! **Trabajos Voluntarios:** Nos pueden ayudar los voluntaries con una variedad de trabajos, incluyendo tomando fotos, organizando gente en los caminos, y cocinando durante dias de campamento.



## **Wildlife Monitoring**

**Wildlife Corridor Program:** volunteers use wildlife cameras on LandPaths preserves to document wildlife movement and patterns. Volunteers can work either in the field or from home. Field volunteers are in charge of the wildlife cameras; changing SD cards and batteries and picking camera locations. Database volunteers work from the comfort of home, identifying animals in photos and adding information to our master database. Time commitment is 1-year. There is an annual training and sign-up. You can join the waitlist by contacting LandPaths Stewardship Lead staff, Erin Mulligan at [erin@landpaths.org](mailto:erin@landpaths.org) or 707-544-7284 ext. 23.



## Other Skills & Special Projects

**Office work:** LandPaths has opportunities for 1-2 dedicated office volunteers who can volunteer 2-4 days a month for two hours at a time. This volunteer helps mainly with data entry, office organization and other tasks. Computer proficiency, especially with Microsoft Windows is often important. Day and time of week are flexible. The Volunteer Coordinator and other specified office staff train and supervise the Office volunteers.

**Other Special Projects:** Special project opportunities are available to fit the skill set of particular volunteers. Areas of opportunity include: construction/electrical/plumbing work; communications (contributing content to newsletters and/or social media posts); photography (documenting outings and events); and videography (capturing and editing video for promoting LandPaths mission and programs.)

**Communications Volunteer:** Work in the LandPaths main office, and possibly from home, supporting communications staff with tasks such as newsletter content and social media posting. Volunteers with a writing background and some creative flair might enjoy this role. Familiarity with online social media is also a plus. Time commitment is 1-2 hours per week, on a seasonal or ongoing basis.

**Photography/Video Volunteer:** Use your photography and/or video skills to document LandPaths outings, camps, and volunteer work. If you are an amateur or professional photographer and enjoy getting outside and experiencing LandPaths' programs, you can help by documenting the action and beauty for us! Time commitment can be casual or ongoing.

### **III. Your Role as a Volunteer**

#### **Orientation and Training**

In addition to the on-boarding general LandPaths orientation by the Volunteer Coordinator, your program supervisor (a volunteer leader, or staff coordinator/manager) will do additional orientation and training at your primary work site. This on-the-job training includes the location of any equipment, sign in/out forms, staff and safety tools that are required for your position, and emergency response procedures.

LandPaths encourages volunteers to grow in their position within the organization. Learning opportunities will depend on your role and the program you are a part of; please check with your Program Manager to hear about training opportunities within their program.

#### **Job Descriptions**

Each program is different, and therefore your role and responsibilities will be dependent on where you choose to volunteer. LandPaths encourages volunteers to cross-train and share their talents into other roles and programs whenever possible, to enrich the experience of volunteers and program participants. On pages 17-18 you will find a summary of the volunteer opportunities with Land Paths; more detail is available in the job descriptions on pages 8-14.

#### **Choosing Which Programs to Join**

Finding a good match will depend on several factors:

- 1) Your interests and skills (Which programs inspire you?)
- 2) Your schedule (When do you have free time?)
- 3) Where you live and work (Where is it convenient for you to travel?)

To answer the first question, you may like to start by browsing the “Program Categories” and “Program Descriptions” in the previous section. More details descriptions of each volunteer role can be found in the following pages.

To help you think about questions 2 & 3, we have included below a map and weekly calendar to visually display where LandPaths programs happen in space and time.

## Deciding Where and When to Volunteer...

Find the **places** that are convenient for you:

Note: Some volunteer opportunities take place outside of LandPaths preserves. For instance, IOOBY field trips visit LandPaths preserves, but also other open spaces throughout the county. Treks and some of our camps operate across different landscapes as well.



Find the **times** that are convenient for you:

Note: there are many opportunities that are not listed on this weekly calendar, which occur seasonally or on specifically scheduled dates. Office work and special projects often have flexible schedules that can be fit in any day of the week.

|           | Monday | Tuesday  | Wed.                  | Thurs.                     | Friday   | Saturday  |
|-----------|--------|--|-----------------------|----------------------------|--|---|
| Morning   | IOOBY  | IOOBY  | IOOBY                 | IOOBY;<br>Stewardship      | <b>Riddell</b><br>(1 <sup>st</sup> Friday<br>each month)<br><b>Bohemia</b><br>(3 <sup>rd</sup> Friday<br>each month) | <b>Fitch<br/>Mountain</b><br>(2 <sup>nd</sup> Saturday<br>each month)   |
| Afternoon |        | iRead<br>Outside<br>(summer)<br>AUP<br>Community<br>Garden | <b>Bayer<br/>Farm</b> | AUP<br>Community<br>Garden | <b>Bayer Farm</b><br>(with<br>potluck!)  | <b>Bayer Farm</b><br>(3 <sup>rd</sup> Saturday<br>each month)<br><b>Andy's<br/>Garden</b><br>(2 <sup>nd</sup> Saturday<br>each month) |

| Volunteer Roles   | Program Categories   |
|---|--|
| <b>Community Gardening</b>  |  |
| <p>Bayer Farm Gardener:<br/>Grow food, pull weeds, build compost and help support this thriving community garden and programs. Great opportunity for groups or individuals.</p>   |       |
| <p>Andy's Unity Park Gardener:<br/>Help support this new community garden and related programs. Andy's Unity Park officially opened in 2018.</p>  |       |
| <b>Land Stewardship</b>   |  |
| <p>Steward:<br/>Drop-in or long term, assisting with maintenance and resource management in LandPaths preserves and partner-parks. No special training or experience required; great opportunity for groups or individuals.</p> |   |
| <b>Youth Education &amp; Mentorship</b>   |  |
| <p>Docent – In Our Own BackYard (IOOBY):<br/>Lead youth on field trips through LandPaths preserves, connecting kids to nature and inspiring the next generation of conservation leaders.</p>                                    |     |
| <p>Docent – Owl Camp:<br/>Summer fun with kids, teaching and leading activities that connect youth to nature. Fingerprinting required. Owl Camp is at Rancho Mark West.</p>   |   |
| <p>Docent – Russian River Teen Trek:<br/>Summer fun with teens, teaching and leading activities that connect youth to nature on the Russian River. Fingerprinting required.</p>   |   |
| <p>Docent – Backpacking Camp:<br/>Summertime leading activities that connect youth to nature while teaching backpacking and outdoors skills. Fingerprinting required.</p>   |   |
| <p>iRead Outside<br/>Help organize and carry out reading and activities for children on Tuesdays during the summer at Bayer Farm.</p>   |   |
| <p>Inspired Forward<br/>Help reach teenage and young adult population, and cultivate with them a positive and healthy path forward</p>  |   |
| <b>Continued on next page...</b>  |  |

| Volunteer Roles (continued....)  | Program Categories   |
|--|--|
| <b>Public Access</b>   |  |
| <p>Docent – Bohemia Ecological Preserve:<br/>           Serve as a premiere ambassador for LandPaths, leading hikes and workshops. Docents must be over 18 and certified in First Aid/CPR.</p>             |   |
| <p>Rancho Mark West Permit Program (aka RAIN - Rancho Aficionados in Nature): Volunteers commit to 70 hours of service to the preserve in exchange for full access to the property.</p>                    |       |
| <p>Trek Volunteer—Provide logistical support for treks, such as camp set up and break-down, cooking, kayak transport. Earn points towards participating in a future trek.</p>                              |   |
| <p>Vamos Afuera:<br/>           Help with Spanish language outings. Ayudanos con eventos guiados en español.</p>   |     |
| <b>Special Projects</b>  |  |
| <p>Wildlife Corridor: Wildlife Corridor Program volunteers use wildlife cameras on LandPaths preserves to document wildlife movement and patterns. Space is limited.</p>                                   |   |
| <p>Office Volunteer:<br/>           Work in the LandPaths main office, supporting staff with data entry and other administrative tasks. Flexible schedule, a few days a month.</p>                         |   |
| <p>Communications Volunteer:<br/>           Work in the LandPaths main office, and possibly from home, supporting communications staff with tasks such as newsletter content and social media posting.</p> |   |
| <p>Photography/Video Volunteer:<br/>           Use your photography and/or video skills to document LandPaths outings, camps, and volunteer work.</p>  |   |

## **Policies and Procedures**

Application, Agreement, and Liability All volunteers are required to sign a volunteer agreement/waiver releasing liability of LandPaths, as well releasing photo and video use, before each volunteer activity. Long term volunteers (more than on time) are asked to fill out an application. If you have not completed either form, please notify the Volunteer Coordinator. In addition, if you're volunteering in the schools or with programs for families and children, you'll be required to undergo fingerprinting. The fee for the fingerprinting is \$20-30 depending on the facility, paid for by the volunteer. If that cost is a hardship, LandPaths has a limited fund to cover the expense.

Sign In/Out Volunteers are required to sign in and sign out so your time is captured. When available, please be sure to pick up a nametag so you can be identified as a volunteer. The location of these items will be explained in your orientation by the Volunteer Coordinator and during your training by the program staff.

Safety Volunteers are required to report personal injury obtained while volunteering at LandPaths to your program supervisor promptly. In the appendix is a list of emergency procedures as well as a map of the LandPaths site with emergency exits. Please review these documents so you are familiar with safety procedures as practiced by the organization.

Contact Information Please notify your program staff and the Volunteer Coordinator of any changes in your contact information.

Dismissal of Volunteers LandPaths has the right to dismiss a volunteer based on any misconduct or inappropriateness as decided by LandPaths staff. A moderate incident of misconduct and/or a complaint against a volunteer will result in a confidential conversation/investigation. Depending on the circumstances, a warning and agreement for the volunteer to correct the behavior may resolve the problem, with the understanding that further incidents/complaints will lead to dismissal. Any concerns or disagreement with those choices can be submitted in written form and given to the Human Resources Department.

## **Code of Conduct**

Your conduct and appearance as a volunteer reflects the image of LandPaths. It is everyone's responsibility to wear appropriate attire, maintain good grooming and personal cleanliness, and behave appropriately when associating them with this organization.

Dress Code All volunteers are required to dress appropriately when working onsite or representing LandPaths in the public. If there are any problems with dress that is deemed inappropriate, you may be asked to change clothing or be dismissed from your volunteer duties. In addition, we ask that strong cologne or perfumes be avoided for the comfort of those around you.

Appropriate Behavior Appropriate language is expected at all times when working with LandPaths either onsite or out in the community, therefore no expletives or use of slang. Sexual Harassment is not tolerated at LandPaths. Legal actions may be taken if inappropriate behavior or conversation occurs with a volunteer and any other person within the organization or from the community. To learn more about what Sexual Harassment entails, please see our Human Resources Director.

Drug, Alcohol and Smoking Policies Volunteers cannot be under the influence of, or using any drugs or alcohol while volunteering. Smoking breaks are allowed during times arranged by the volunteer and direct Volunteer Coordinator. Smoking is permitted at least 20 feet away from each entrance of LandPaths office building or from any event occurring in the public.

Attendance and Absenteeism Volunteers are expected to arrive on time for every scheduled appointment or volunteer work hours as arranged by the volunteer and the Volunteer Coordinator. If a volunteer is unable to arrive on time or needs to be absent for the entire duration, that volunteer is required to notify their Program Manager at least 24 hours in

advance so staff have enough time to make accommodations. If a volunteer continues to be late or absent for scheduled work times, staff have the right to dismiss the volunteer.

## **Rights and Responsibilities**

You have the right to choose a volunteer position as long as your availability, skill set and countenance match the need of the program. You have the right to withdraw from service at any time, although we ask that you notify your program staff leader and the Volunteer Coordinator and provide notice so they can prepare with an alternative.

You have the right to make an official complaint of your experience as a volunteer. To submit your complaint, please provide written document to the Human Resources Department. Each complaint will be dealt with as deemed appropriate by our procedures for such cases and will be kept on file for future review in case a pattern arises.

You have the right to give constructive, nonaggressive feedback to your Program Manager or the Volunteer Coordinator based on your experience as a volunteer. These suggestions will be used for future assessment of potential changes made to the program you are working with.

You are responsible for notifying the LandPaths staff about any injury incurred while volunteering with this organization. LandPaths has supplemental Insurance liability coverage for its volunteers, but this will not be your primary coverage. If you have any questions, please speak with your direct Volunteer Coordinator, as this may be different based on the program.

There are many benefits to volunteering...

- Explore a career, sharpen skills, gain leadership experience, add to a resume, or try something that is different.
- Help people, show commitment to community and the land, be an agent of change.
- Share professional skills, stay busy, gain knowledge about a community, participate in a team effort, or find new friends.
- A sense of accomplishment, a challenge, a feeling of pride, therapeutic endeavors, fun, academic credit, an escape, status, or a chance to do what you love the most.

## **Confidentiality**

Some assignments require a moderate to high degree of confidentiality. Therefore, we ask that you observe the rules set forth by the Volunteer Coordinator and adhere to their code of conduct relating to confidentiality. If you have any questions or concerns regarding this requirement, please talk with our Human Resources Department Director.

## **Departure**

While the majority of LandPaths volunteers stay well beyond their initial commitment, there is a time when each volunteer comes to the end of their service with LandPaths, or needs to take a leave of absence. In either case, please tell your program staff and the Volunteer Coordinator as soon as possible that you are leaving service with LandPaths. For a leave of absence, communicate if you know the length of time, and the Volunteer Coordinator will put you on LOA status and make a note in your record. Volunteers who leave service with LandPaths on good terms are always welcomed back when they choose to return.

## IV. What You Can Expect from LandPaths

**Equal Opportunity** LandPaths serves all of Sonoma County, and does not discriminate based on race, color, religion, gender, national origin, disability, sexual orientation, age, marital status, social/economical status, or any other protected criteria. We will attempt to accommodate volunteer needs but there may be cases where our capacity cannot fully meet the needs of the volunteer. If this is the case, we will investigate other opportunities that would be a better fit for the volunteer.

**Paid Staff and Volunteers** LandPaths does not replace a paid worker with a volunteer. California law protects employees by stating that organizations cannot replace a paid position with a volunteer. We practice this policy out of respect of both employees and volunteers.

**Expectations of Staff** Staff are expected to be respectful to all volunteers and acknowledge their vital contribution to the organization. If a staff person does not treat a volunteer fairly, we ask the volunteer to notify the Volunteer Coordinator, unless that is the person in question. Please review “Communication Systems” to find the appropriate person to contact if that is the case.

**Organization Support and Responsibilities** LandPaths supports volunteers by providing clear expectations, direct supervision and continual awareness of the volunteer’s experience. Your program staff leaders (Manager or Coordinators) and the Volunteer Coordinator are trained to check in with volunteers to receive updates, feedback and questions to ensure open communication. LandPaths is responsible for providing training, supplies, supervision and liability coverage for volunteers when acting on behalf of the agency.

**Commitment to Volunteers** LandPaths is committed to creating a positive experience for its volunteers. If you, as a volunteer, are not having a positive experience for whatever reason, please notify the Volunteer Coordinator. Please see “Communications” section below for contact information for the Volunteer Coordinator.

**Recognition and Appreciation** Through the many programs, LandPaths has rituals of recognizing volunteers. The annual Volunteer Appreciation Party for all of our volunteers and is a fun way to socialize and celebrate with people in other LandPaths programs. To learn more, or share how you prefer to be recognized for your service, please contact the Volunteer Coordinator.

**Confidentiality** LandPaths respects the confidentiality of every volunteer. The information you provide on forms including the application, liability coverage and other documents are secured onsite. Personal information you share with staff will be kept confidential if asked unless there is a concern of your safety or safety of others. LandPaths is not responsible for the actions of other volunteers when you disclose personal information with your peers.

**Communication Systems** Please see below the contact information of staff and their position at LandPaths:

For any questions or concerns related to other volunteers, please contact the Volunteer Coordinator: Emmett Hopkins, [emmett@landpaths.org](mailto:emmett@landpaths.org) or (707) 544-7284 ext. 114.

For any questions or concerns related to staff, including the Volunteer Coordinator, please contact the Human Resources Director, Sheridan Rapolla, [sheridan@landpaths.org](mailto:sheridan@landpaths.org) or (707) 544-7284 extension 101.

For any questions or concerns about volunteer accident insurance, please contact the Finance and Human Resources Director, Sheridan Rapolla at [sheridan@landpaths.org](mailto:sheridan@landpaths.org) extension 101.

If your concerns are not resolved by the aforementioned staff, please provide a written statement and send to our Executive Director, Craig Anderson, [craig@landpaths.org](mailto:craig@landpaths.org).

**Emergency Response** Your training in each program and role includes more detailed emergency response protocols and supervising staff cell phone numbers, but the below information is common to all situations. Not all volunteer roles require certification in first aid. If you are not trained and certified in first aid or CPR, do not attempt to treat injuries or illness and wait for assistance from a qualified first responder.

In case of emergencies including fire, property damage, criminal activity, illness or injury to yourself or others in your program, immediately notify LandPaths staff. For many programs, staff is present and will lead the emergency response. If staff is not present, follow your program emergency response training, including the outlined directions below.

LandPaths office: 707-544-7284

Sheriff Dispatch: 707-565-2121

#### Protocols for Injury/Illness

- Determine if 911 is needed or if injury superficial. Try Sheriff Dispatch prior to 911 for faster service: 707-565-2121.
- If 911 is needed: Do not leave injured person alone.
- If certified, you administer first aid and:
  - Assign one or two reliable adults to handle crowd control.
  - Assign someone to call sheriff dispatch – 707-565-2121 or 911.
  - If ambulance ride is necessary and participant is a child, parent or guardian should accompany the child.
  - If helicopter is necessary, direct someone to signal MediVac to a safe landing space (per your detailed volunteer training, by program).
- After injury is dealt with, contact LandPaths Executive Director Craig Anderson (or other LP staff if Craig unavailable) to alert to the situation, and review further action. LandPaths office: 707-544-7284.
- Fill out Incident report.
- Please do NOT make statements to the media about the incident, and if approached by media direct them to call Craig or other executive staff at the LandPaths office number.

Hospital Emergency Rooms:

Sonoma West Medical Center 501 Petaluma Avenue, Sebastopol, CA, 95472 -- 707-823-8511

Santa Rosa Memorial Hospital: 1165 Montgomery Drive, Santa Rosa, CA 95405 -- 707-525-5300

Sutter Santa Rosa Regional Hospital: 30 Mark West Springs Rd, Santa Rosa, CA 95403 -- 707-576-4000