

VCL Position Description

VOLUNTEER CREW LEADER POSITION DESCRIPTION

Volunteer Crew Leaders (VCLs) lead teams of 6-11 volunteers through trail and carriage road maintenance projects in Acadia National Park. This program helps maintain the more than 126 miles of hiking trails, and 45 miles of carriage roads in Acadia National Park. Without strong volunteer efforts, many vital maintenance projects on these incredible natural and cultural resources would not get done.

DUTIES

- Lead teams of 6-11 participants safely through trail and carriage road maintenance projects in Acadia National Park, while maintaining Leave No Trace principles.
- Teach volunteers proper and safe tool techniques, as well as help them follow National Park Service safety and work standards.
- Assist in engaging volunteers before work projects, and making sure volunteers are signed up for appropriate projects that meet their skill and interest level.
- Be comfortable and ready to call in an emergency to Park Dispatch if a situation occurs.
- Represent Friends of Acadia & Acadia National Park and be willing to engage volunteers about these organizations.

QUALIFICATIONS

- Participate in a two-day leader training, and subsequent annual trainings.
- Ability to lead five work projects per year, June through October.
- Obtain First Aid/AED/CPR Certification before completion of the New VCL training.
- Applicants will need to have participated in at least ten work sessions with the Stewardship Program (this can be cumulatively over more than one season) before they can apply.
- Eagerness to volunteer, learn, and become part of a strong community of volunteers.

SKILLS

- Comfortable leading and training volunteers in trail and carriage road maintenance tasks.
- Possess strong communication skills and a good sense of humor.
- Ability to create a positive and welcoming environment for volunteers.
- Basic understanding of carriage road and trail maintenance projects performed by volunteers in the park through the Stewardship Trails & Carriage Roads Program.

WORK ENVIRONMENT

Work performed outside, on uneven terrain, and sometimes on congested carriage roads or trail sections.

JOB HAZARDS

- Repetitive Movement
- Heavy Lifting
- Exposure to Sun & Ticks
- Potential Slips, Trips, or Falls
- Driving 12-passenger Vans.

VCL Requirements

Prerequisites for becoming a VCL

- The VCL candidate must be over the age of eighteen years.
- New VCLs will participate in an 8-hour training session consisting of both lecture and field work. This training program will be done over two days at ANP or may be a hybrid of remote lectures followed by outdoor demonstrations in the summer season. It is expected that the training classes will be small, allowing flexibility in scheduling the participants.
- VCL candidates must have worked on at least ten (10) Drop-in projects. It is especially important that candidates understand the type of work they may be leading, witness how their project leaders perform their duties and meet the current VCLs with whom they could be working. These ten projects do not necessarily have to be completed in one summer season.
- After completion of the training session, new VCL candidates will be accompanied by a veteran VCL on their first five (5) work projects to monitor and mentor their performance.

Requirements for all VCLs (current and new)

- VCLs who elect to drive will be expected to drive a van with up to twelve passengers, to and from the work site within or around Acadia National Park. Driving will be on area public roads, Park roads, and carriage roads. They are required to have a valid driver's license and submit a copy to the Stew Crew each year. In addition, all VCLs must sign an NPS Valid Driver's License Self Certification Form. Any additional licenses a VCL may have must also be submitted and certified.
- At the beginning of each season, an annual driving evaluation will be required of all VCLs who will be driving vans with volunteers. The VCL will be expected to navigate a van from Park Headquarters onto a public road, through a carriage road gate, down a carriage road, make a K-turn, and return to Park Headquarters. The checklist used in the evaluation is Appendix C.
- All VCLs must sign an NPS Volunteer Service Agreement annually, which documents demographic and emergency contact information. The volunteer will be asked to affirm that they understand the health and physical condition requirements for the jobs they are performing and must report (confidentially) any medical condition or physical limitation that might adversely affect their ability to perform the required tasks. This agreement is important to cover the volunteer for tort claims, liability, and injury compensation. VCLs may be asked to sign other Service Agreements for different types of volunteer projects.
- All VCLs will also be asked to sign a Volunteer Code of Conduct annually to pledge to maintain high standards of honesty, impartiality, character, and conduct. This includes showing fairness, being non-partisan, respecting other people, and refraining from advocacy. As a VCL, you will be representing Acadia National Park and its partner, Friends of Acadia. Violation of the Code of Conduct may result in corrective action or termination of your Volunteer Service Agreement(s).
- All VCLs must have a valid American Red Cross CPR and First Aid Training Certificate (or the equivalent). This certification is typically valid for two years. The Stewardship Program and the Park will endeavor to organize group training during the summer season. VCLs may obtain certification on their own if they are unable to attend the training provided.
- All VCLs will be expected to participate annually in two hours of refresher training at the beginning of the season. This will typically take place at the first VCL meeting in June. They will also be required to lead at least five (5) work projects per season.