



Description of Service – Adopt-a-Trail Program & Volunteer Service Events

VOLUNTEER AGREEMENT # 22-VS-11050400-0001

The following description of service and special provisions apply to VOLUNTEER AGREEMENT # 22-VS-11050400-0001. This agreement covers volunteer activities planned and administered directly by the INYO NATIONAL FOREST.

COVID-19: Please follow local CDC masking guidelines and coordinate with Forest Service volunteer point of contact for more information.

EVENT/ PROJECT COORDINATION: The volunteer is responsible for contacting the FS liaison for each district to schedule service days, as well as, to ensure that service is accomplished to the FS safety and technical standards. Volunteers will notify Forest Service staff within two weeks of their service for coordination and approval for organized volunteer events. This includes a brief service outline and work date(s) included. Individual volunteer activities such as Adopt a Trail participants may coordinate with Group Leader-Matthew Paruolo for outing approval dates. Adopt a Trail participants must receive confirmation prior to volunteer outing. Upon approval, the volunteer is then authorized to begin service on specified projects. Service will take place during normal daytime hours unless specified otherwise. Activities undertaken on off days or during down time for rest and relaxation are not considered volunteer services. Leisure activities such as lounging around the campfire, playing sports, recreation, etc., at campsites and surrounding area will not be considered volunteer services.

JOB DESCRIPTION:

- **Location:** Inyo National Forest – White Mountain, Mammoth, & Mono Lake Districts
- **Duration:** On-Going: Intermittent Adopt-a-Trail service activities and Volunteer Service Events as approved by Authorizing Official TBD
- **FOREST LIASION/ VOLUNTEER POINT OF CONTACT:**
White Mountain Ranger District: Dannon Dirgo, dannon.dirgo@usda.gov, 626.698.2893
Mammoth Ranger District: Lawson Reif; lawson.reif@usda.gov; 760.914.1933
Mono Lake Ranger District: Jameisha Washington; Jameisha.washington@usda.gov; 470.580.1577
- **GROUP POINT OF CONTACT:**
Mono County Volunteer Group Leader: Matthew Paruolo; mparuolo@mono.ca.gov; 760.616.4054 <https://mammothlakesrecreation.org/esaat/>

SCOPE OF WORK:

The volunteer will be maintaining the condition of recreational areas and trails. This includes light maintenance, sign installation, picking up trash, graffiti removal, and maintaining Forest Service infrastructure once trained by Forest Service staff. Volunteers may maintain facilities at campgrounds and other day-use areas and trailheads (e.g. fire pits, tables, kiosks, interpretive





panels, signs, stoves, pit toilets, benches, etc.). Depending on the structure's shape volunteer may need to rebuild, replace, or paint picnic tables, fire rings, stoves, road barriers, and other trail structures. Trail maintenance activities may include vegetation abatement, limbing, rocking, sign installation/replacement, clearing water-bars, repairing boardwalks, etc. The Forest Service staff, or volunteer group leader will provide necessary tools. While working the volunteer will answer visitor questions and educate public on leave no trace principles and general Forest information once trained by Forest Service staff. This is a physically demanding volunteer opportunity. The volunteer must be able to hike in steep, rocky, and/or uneven terrain in a variety of weather conditions. There is frequent bending, lifting, and carrying while on the job site. The use of tools is required for this agreement. These tools will be provided either by the volunteer, volunteer group leader, and/or the Forest Service staff. While volunteering volunteer will wear appropriate PPE, provided either by the volunteer, volunteer group leader, and/or Forest Service staff, when completing projects including but not limited to gloves, protective eyewear, earwear, or hardhat when appropriate.

REIMBURSEMENT: Volunteers under this agreement are not eligible for reimbursement. Volunteers working under this agreement will be responsible for their transportation to and from the work site. The Forest Service will not provide reimbursement for fuel or vehicle maintenance under this agreement. Volunteers will provide their own personal items (including clothing, medications, sun protection, rain gear, etc.) they may need for the service day. If the volunteer(s) does not have their own tools to conduct service, they can coordinate with USFS staff to see if tools can be made available for them.

BACKGROUND CHECK: Depends on a case-by-case scenario, please check in with volunteer coordinator for more information.

MINOR VOLUNTEERS: Minors will need a separate OF-301a with guardians signed permission for participation.

SAFETY: Volunteers must sign a Job Hazard Analysis (JHA) and provide an emergency contact for their scope of work and wear any Personal Protective Equipment if required. The volunteer(s) may be asked to discuss with the volunteer liaison, and/or Safety Coordinator, any physical limitations that would either be aggravated by or restrict participation in the work. The volunteer is empowered to stop work at any time if they perceive a potential hazard is developing.

HOUR/REPORTING: Volunteer hours will be provided to Forest Service Volunteer Coordinator via email within two weeks after the volunteer event. At the end of the fiscal year, the volunteer may be contacted by the Volunteer Coordinator for end-of-year Volunteer and Service reports, unless otherwise notified in writing.

HARASSMENT FREE WORK ENVIRONMENT: Each volunteer, by signing the volunteer service agreement OF-301A, agrees to adhere to the Forest Service Anti-Harassment Policy Notification to Volunteers attached. The volunteer liaison will inform all volunteers annually about the anti-





harassment standards during a volunteer check-in/trainings, during one of the tailgate safety meetings, and/or by providing a copy to the volunteer.

END OF VOLUNTEER AGREEMENT: Volunteers will continue service throughout the duration of this volunteer agreement or until the agreement is terminated. This volunteer service agreement expires one year from the date initiated, unless otherwise established with Forest Service personnel. Volunteer agreements must be revised each year and may not exceed three years from the initiation date. This agreement will end on (April 1, 2025). If the volunteer service agreement expires, is terminated, is cancelled, or is suspended, the volunteer(s) must immediately relinquish and return any uniforms, tools, equipment, keys, and other federal property to their volunteer liaison or the nearest NATIONAL FOREST district office where they will receive an AD-107 form, Report or Transfer or Other Disposition or Construction of Property. Volunteers will not conduct law enforcement activities or serve as a union steward.

