ATTACHMENT A

Mount Diablo State Park
Volunteer Field Projects Coordinator
Duty Statement

The Mount Diablo State Park Volunteer Field Projects Coordinator will assist park staff in planning field projects and community events for volunteers to participate in. The Volunteer Field Projects Coordinator is the main contact for persons or outside organizations seeking information about opportunities for volunteering for trail, maintenance and related projects in the park. This position reports to the Park Maintenance Chief or designee.

The Volunteer Field Projects Coordinator is responsible for the duties listed below, all of which are related to volunteer projects and activities within the Park:

50 % ADMINISTRATION

25% PLANNING/MANAGEMENT

In addition to the responsibilities set forth in Provision 1.c. of the Donor Agreement Between California State Parks and Save Mount Diablo, the Volunteer Field Projects Coordinator will undertake the following planning and management related activities:

Assists park staff in scheduling and planning volunteer field projects and events. Assists park staff in preparing advance documents (including those required for environmental review through the Project Evaluation Form (PEF) process), if necessary, to obtain approval for proposed volunteer projects. Provides day-to-day oversight, evaluation and recognition of volunteers in an organized manner. Administers the California State Parks Volunteers in Parks program for short- and long-term volunteers in the park's Volunteer Field Projects program. Prepares duty statements, program summaries and statistics, maintains volunteer schedules and works cooperatively with the other park VIPP coordinator(s). Develops and maintains an on-going, prioritized volunteer project list. Works with Visitor Services Volunteer Coordinator on collaborative projects.

Consults with Park Maintenance Chief on designating tasks/projects that are appropriate for volunteers to complete.

Works closely with District specialists to establish appropriate parameters of project scopes to ensure enhancement and protection of natural, cultural and archaeological resources.

25% OUTREACH

Establishes and maintains effective and cooperative working relationships with the public, park staff, and volunteers. Recruits volunteers among businesses, community groups, and individuals through personal contacts, presentations, social media, brochures, posters, etc.

50% FIELD WORK

25% Volunteer Project Supervision

Under the supervision of the Park Maintenance Chief, acts as the project leader, volunteer trainer, and participates in approved volunteer field projects at Mount Diablo State Park, including vegetation management, erosion control, visitor impact control, and identification and protection of all geologic, paleoanthropological, and historical sites.

10% Equipment Check In/Check Out

Inspects all equipment and vehicles before use for volunteer projects, and reports maintenance needs to the maintenance supervisor. Responsible for checking out all equipment before using; makes sure all equipment is used according to operating instructions, and it is cleaned and returned to its proper storage place after use.

15% Safety

Is currently proficient or has the ability to become proficient in the safe and efficient use of common field projects tools such as shovels, hoes, clippers etc. Trains volunteers in the safe use and care of field project tools so that they can complete assigned work. Maintains proficiency levels and communication skills to be an effective trainer. Assists park staff to ensure volunteer safety and the safe use and storage of tools. Performs all work in a safe manner and in accordance with DPR policies and guidelines. Participates in tailgate safety meetings as required. Inspects work sites and report all unsafe working conditions and take corrective actions as appropriate. Performs Task Hazard Analysis (THA).

While working with volunteers, provides appropriate response to emergencies, which may include requesting assistance by phone or radio, using portable two-way radio to communicate with field or dispatch personnel, and providing radio assistance as directed.

Employee's Signature/Date	Supervisor's Signature/Date