

Volunteer Program Updates

Job dedication:

- a.) Have volunteers designate specific days of the week, month that they will work.
- b.) Volunteers to work a minimum of once a month to maintain Active status.
- c.) Calendar can be flexible, but only within limits set by boss.
- d.) Volunteers to be called at the end of each month that they don't have time entered on time sheets to ascertain health, well being, and remind them of obligation to WP.
- e.) Leave of 3 months can be granted, with a second allotment extended on a case by case basis.
- f.) Inactive status will be offered for a period of 6 months. Badges, shirts and hats need to be turned in.
- g.) At the end of 6 months, person needs to resign, retire, or quit, or return to work schedule. If inactive, and volunteer quota full, name will be placed at the top of the waiting list when ready to return.

Probationary Period

- a.) Volunteers will be provided with a "Volunteer" badge at orientation.
- b.) At the end of one month of service, Volunteers will receive a permanent name tag.
- c.) At the end of two months of service, Volunteers will receive a uniform shirt and hat (if worn).

Volunteer Agreement

- a) Must be signed annually (fiscal year-mailed and returned to info center)

Training: Training sessions are provided on a monthly basis during the program year. Volunteers are required to attend as many sessions as possible so that their knowledge of the park and its environs is current. If there is a noticeable lack of attendance at trainings, the Volunteer will be counseled and possibly removed from service.

Set a cap on the number of Volunteers when necessary

Justification: \$\$\$ for volunteer appreciation is out of pocket & is about \$500.00 per year

Tell applicants that we currently do not have any openings, but that we will call them for an interview when we do. Place name on a waiting list chronologically.

Encourage each volunteer to become a \$paid member of Friends of the Desert (\$15.00 a year). This group could provide \$\$\$ and time to the Wetlands Park.