

Trumbull Soil and Water Conservation District



520 W. Main Street, Ste. 3

Cortland, Ohio 44410

330-637-2056, ext. 3

330-637-0071 Fax

www.swcd.co.trumbull.oh.us

www.stormwater.co.trumbull.oh.us

Trumbull SWCD Volunteer Position Description

Position Title: District Volunteer

Time Required: Varies, according to activity

General Purpose: Assist the District staff with implementing the educational and/or conservation component(s) of the Trumbull SWCD's mission. "Trumbull SWCD will provide leadership in the promotion, enhancement, and protection of the natural resources by providing conservation technical, educational and financial assistance to meet the needs of the people of our county."

Specific Responsibilities:

- Follow all District policies, procedures, and protocols
- Recruit new volunteers as applicable
- Participate in a minimum of two (2) volunteer opportunities per calendar year
- If volunteering within the education program, volunteers may be expected to demonstrate a conservation education model, instruct an educational "game", assist District staff with education presentations, assist with set-up and clean-up of an activity or an event
- If volunteering within District Operations, volunteers may be expected to make copies, fold copies, address envelopes, affix labels and stamps, answer the phone, answer the door, perform light cleaning and organizational duties, assist with set-up and clean-up of an activity or an event
- If volunteering within the tree and bulb programs, volunteers may be expected to pack trees and bulbs, sort orders, move extra trees or bulbs within the sale area and assist with the tree and bulb pick-up dates

Qualifications:

An individual serving as a Trumbull SWCD (District) Volunteer must have:

- ✓ A sincere interest in the District's mission
- ✓ The ability to organize information and materials
- ✓ The ability to work and communicate effectively in verbal and written formats
- ✓ The ability to adapt to change, remain open-minded, and receptive to new ideas and methods
- ✓ The ability to work with minimal supervision from District staff
- ✓ A willingness to become familiar with and work within the policies of the Trumbull SWCD

Educational program volunteers must have the ability to teach and motivate youth while nurturing positive self-esteem, decision-making, and responsibility in the youth

Educational program and District Operations volunteers must have a sincere interest in working with other volunteers, natural resource professionals, Trumbull SWCD staff, Trumbull SWCD Board members, and Trumbull SWCD Associate Supervisors in an educational setting

Trumbull SWCD agrees to:

- ✓ Provide training opportunities that will help the volunteer meet the needs of the District
- ✓ Provide appropriate manuals, pamphlets, newsletters, and other resource materials to assist them in meeting their volunteer duties
- ✓ Have a professional available to consult with volunteers on a one-on-one basis
- ✓ Provide appropriate recognition to volunteers

Mentor/Supervisory Professional:

Amy Reeher
District Administrator/Watershed Coordinator
Trumbull SWCD
520 W. Main Street, Ste. 3
Cortland, Ohio 44410
Phone: 330-637-2056, ext. 8624
Fax: 330-637-0071
Email: amy@trumbullohswcd.org

Trumbull SWCD Volunteer Application

General Information

Full Name: _____ Date of Birth (MM/DD/YY): _____

Street Address: _____

City/State/Zip Code: _____

Length of time at the above address (years): _____

Phone: Home: _____ Best Time to Call: _____

Cell: _____ Best Time to Call: _____

Work: _____ Best Time to Call: _____

Email: _____

School District (where you reside): _____

Are you an Envirothon alumni: ____ Yes ____ No If yes, what state and county: _____

Demographic Information (optional)

Occupation: _____

Level of Education: Some High School GED High School Graduate
 Associate Degree Bachelor's Degree Master's Degree
 Other _____

Ethnicity: ____ Hispanic ____ Non-Hispanic

Race: ____ White ____ Black ____ American Indian/Alaskan Native ____ Hawaiian/Pacific Islander ____ Asian

Residence Location: ____ Farm ____ Town/Rural (<10,000) ____ Suburb (<50,000) ____ City (>50,000)

Military Service: ____ Veteran ____ Currently Serving

Branch of Military Service: ____ Air Force ____ Army ____ Coast Guard ____ Marines ____ Navy

Branch Component: ____ Active ____ Guard ____ Reserves

Health Considerations (food allergies, weight lifting restrictions, diabetes, asthma, etc.):

Emergency Contact: Name: _____
Relationship: _____ Phone Number: _____

Volunteer Interest – Why are you interested in volunteering for the Trumbull SWCD?

Do you prefer to work directly with youth or adults? _____ Youth _____ Adults _____ Both

If you prefer to work directly with youth, what age level(s) do you prefer?

_____ pre-K – 3rd grade students _____ 4th – 6th grade students _____ 7th – 9th grade students
_____ 10th – 12th grade students

If you prefer to work directly with adults, which setting(s) do you prefer?

_____ office _____ small groups _____ large groups _____ public outreach programs/events

Type of District Position:

_____ **Office Assistant Volunteer**

_____ **Education Program Volunteer**

_____ **Stream Watch Volunteer (_____ small group/family _____ educational activity)**

_____ **Tree & Bulb Sale Volunteer**

What type of time commitment do you prefer to give?

_____ weekly _____ monthly _____ yearly

What level of time commitment do you prefer to give?

_____ 5 -10 hours weekly _____ 5 - 10 hours monthly _____ 5-10 hours yearly

_____ Other (please explain): _____

Previous Work and/or Volunteer Experience (please list current or most recent experience first):

Employer	Position Title	Year(s)

Personal References:

Have you ever been convicted of a misdemeanor or a felony? _____ Yes _____ No

If yes, please give date, nature, and disposition of offense:

Please note: A criminal record will be considered as it related to specifics of the volunteer position for which you are applying. A criminal record may prevent an individual from volunteering, depending on the nature of the offense.

References: List NON-FAMILY members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and/or activities and/or have direct experience with or knowledge of your qualifications. Please provide complete names, addresses, phone numbers, and email addresses. * One reference must be a professional source (employer, colleague, pastor/priest, etc.)

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

I authorize the contact of listed references and understand that I am required to submit to a fingerprint criminal background check prior to final consideration of my application to volunteer with the Trumbull SWCD. I understand that misrepresentation or omission of required information is just cause for non-appointment and/or non-acceptance as a volunteer with the Trumbull SWCD. I understand that I serve at the pleasure of the Trumbull SWCD Board of Supervisors and agree to abide by the policies of the Trumbull SWCD and its partners and to fulfill the volunteer responsibilities to the best of my ability.

Permission to use photographic form for promotion contingent upon completing volunteer process:

Trumbull SWCD would like to share the positive results of volunteer participation in District programming and events. In some cases, volunteers may not prefer to permit such publicity.

I GIVE **I DO NOT GIVE** the Trumbull SWCD **permission** to publish in print, electronic, or video formats the likeness of image of myself. I release all claims against the Trumbull SWCD with respect to copyright ownership and publication including any claim for compensation related to the use of the materials. (If not completed, Trumbull SWCD will not use publicity about your participation).

Applicant Signature: _____ **Date:** _____

Trumbull SWCD
Volunteer Standards of Behavior

These Standards of Behavior are accepted by volunteers who commit to a Trumbull SWCD (“District”, “SWCD”, “Soil and Water”, “Soil and Water Conservation District”) program as a condition of their volunteer status. The Standards of Behavior shall guide the volunteer’s behavior during their involvement in Trumbull SWCD programs and events. Just as it is a privilege for Trumbull SWCD to work with individuals who volunteer their time to the organization, a volunteer’s involvement with Trumbull SWCD is a privilege and a responsibility, not a right.

Confidential Information

I am aware that during the course of my volunteer service, confidential information may be made available to me. I understand that this information is proprietary and critical to the success of Trumbull SWCD and must not be given out or used outside of Trumbull SWCD premises or with non-Trumbull SWCD volunteers, employees, and/or officials. In the event of termination of my volunteer service, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

Trumbull SWCD provides quality services to all Trumbull County residents; The Trumbull SWCD is prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs) or Trumbull SWCD.

Trumbull SWCD volunteers will:

- Uphold volunteerism as an effective way to meet the needs of the youth and adults that participate in District programs and events
- Accept supervision and support from designated District staff and/or Board members while involved in the program
- Accept responsibility to represent the Trumbull SWCD
- Conduct themselves in a courteous and respectful manner at all times
- Respect, adhere to, and enforce the rules, policies, procedures, protocols, and guidelines established by Trumbull SWCD
- NOT, at any time, engage in abusive behaviors that physically or verbally threaten or harm an District program participant, including District staff
- NOT engage in any act prohibited by law
- Comply will all civil rights laws and policies, including but not limited to Trumbull SWCD policies
- Perform duties in a responsible and timely manner as outlined in the position description and the assignment

- Immediately report any threats to the volunteer’s physical or emotional well-being to the mentor/supervisory professional
- Accept the responsibility to promote and support Trumbull SWCD programs
- Handle any equipment, supplies, etc. in a responsible manner

I understand and agree that as a Trumbull SWCD volunteer:

- I am required to self-disclose criminal convictions within three business days of conviction; any criminal conviction may suspend or terminate my volunteer status immediately and indefinitely and no official notification of my suspension or termination is required to be provided by Trumbull SWCD
- I will uphold and support the responsible and lawful use of social media. I will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
- I will report any abuse
- I will not intentionally or purposefully place myself in a position alone with District program participants
- My volunteer status is subject to immediate suspension or termination based on any act or omission that Trumbull SWCD determines to be contrary to any portion of these standards or otherwise conflicts with the goals and/or mission of the Trumbull SWCD, however, no official notification is required to be provided by Trumbull SWCD
- The District’s volunteer program may be suspended at any time and every effort will be made to notify the volunteer, however, no official notification is required to be provided by Trumbull SWCD
- Trumbull SWCD may, at any time, eliminate my active status as a District volunteer (“no official notification is required to be provided by Trumbull SWCD”) and will no longer contact me to participate in District programming

I have read, understand, and agree to be bound by the Volunteer Standards of Behavior outline above.

Volunteer Printed Name

Date

Volunteer Signature

Date