



United States Department of the Interior  
BUREAU OF LAND MANAGEMENT



Red Rock Canyon / Sloan Field Office  
1000 Scenic Loop Drive,  
Las Vegas, Nevada 89161

## VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** Resource Maintenance Team

**POSITION DESCRIPTION:** Volunteers will work on trail repairs and other outdoor maintenance projects within Red Rock Canyon National Conservation Area (NCA). These projects can be in the developed and undeveloped areas of the NCA. These duties will consist of brushing, digging, sweeping, installing fences, markers, signs, rock baskets, posts and maintaining fences, picnic tables, benches, clearing trails of brush, and lining existing trails. This work may include creating new trail using sustainable techniques. In addition, this work may include removing undesirable plant/animal species, re-vegetate areas, trail eradication, repair/replace signage and other projects as needed. All projects assigned for this position will be approved through an annual work plan and will be in coordination and authorized by the assigned Team Lead, Bureau of Land Management (BLM) Volunteer Coordinator, and NCA Manager. \*

**PHYSICAL ACTIVITY/FITNESS REQUIREMENTS:** These projects may be extremely strenuous and may be performed on uneven ground and rough terrain during inclement weather. Hiking, sometimes for several miles in varying weather conditions, is usually required to reach worksites. The work may consist of digging, rock lining, installing of signs, bending, reaching, and the use of tools. Carrying heavy or awkward loads/objects will also be required, with an ability to lift heavy loads of at least ~25 pounds (requirement). Volunteers who are willing and able may lift up to ~50 pounds. Working both as a team and individually is also required.

**PHYSICAL LOCATION OF PROJECTS:** BLM public lands within Red Rock Canyon NCA. These areas range from trails that are approximately 5 miles away from the closest urban area to wilderness-type areas, which can be about 15 miles or more away from an urban area. Terrain ranges from open desert with steep hills to higher elevation mountains and canyons with varied vegetation and surface/soil types.

### TRAINING REQUIREMENTS:

- Volunteer Orientation.
- Personal Safety, Tool Safety, and Situational Awareness (Safety Briefing Before Project).
- [Leave No Trace Principles](https://www.blm.gov/learn/leave-no-trace-principles) (Self-paced Online Search: **Leave No Trace 7 Principles site:blm.org**)
- Operation and safety training with special equipment (e.g., power tools), as needed.
- Operation of BLM official radios and call procedures, as needed.

## **REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE):**

- Closed toe shoes
- High top boots, recommend if concerned or prone to ankle injuries
- Work gloves (provided by BLM)
- Protective eye wear, when necessary (provided by BLM)
- Sun protection
- Long pants and long-sleeve shirts, highly recommended

**POTENTIAL HAZARDS:** Review attached Risk Management Worksheet for more detail.

- Trip/fall hazard, walking in rugged/uneven terrain
- Cut/puncture hazards
- Lifting injuries-back, muscles, joints
- Working with chemicals for graffiti removal, etc.
- Pinch/crush hazards
- Pack animal hazards (e.g., horses)
- Environmental hazards

## **REPORTING REQUIREMENTS:**

- **Follow Check in/Check out protocol and other procedures and stipulations with the BLM Supervisor**
- **Immediately report any injuries (within 48 hours)** sustained while in volunteer service to your BLM Supervisor, even if you think the injury is not serious. Worker's compensation claims require documentation and have strict timelines.
- **Immediately report any damages** to personal or government property sustained while in volunteer service to your BLM Supervisor.
- **All volunteer hours are due by September 30th** each year for BLM end of year reporting. If you have any issues reporting hours. Please contact Emily Ryan at [eryan@blm.gov](mailto:eryan@blm.gov).
- **Volunteers will not act as Law Enforcement but will report concerns and illegal activity to their BLM Supervisor.**

## **OTHER REQUIREMENTS:**

- Volunteer agreements must be renewed in **October** each year.
- Refer to attached Risk Management Worksheets to mitigate all risks as effectively as possible.
- Let the BLM Ranger know if I do not consent to photographs being taken of me.
- When in service, BLM volunteers are representing the BLM. As such, volunteers must adhere to all relevant BLM policies, including, but not limited to: Public Contact protocols, Equal Employment Opportunity, Drugs and Alcohol, Prevention of Sexual Harassment.

- **Cultural and paleontological briefing:**
  - Red Rock Canyon NCA has many cultural and paleontological resources. The Archaeological Resources Protection Act and Paleontological Resources Preservation Act, both state that touching, removing, taking, or damaging in any way, any archaeological and paleontological resources is illegal and can be punishable by law.
  - If you find something, do not move the item, cease work in the vicinity of the find and notify a BLM ranger. Err on the side of caution. This includes arrowheads, pottery sherds, any artifacts that look at least 50 years old and animal tracks on rocks, which are the types of fossils found in Red Rock.

**SUPERVISION:** Ben Cortez & other BLM Staff / Designated Team Lead(s) / Emily Ryan (Volunteer Coordinator)

**IMPORTANT CONTACT INFORMATION:**

Red Rock Canyon Main Information Line: (702) 515-5350

LAKE Non-emergency Dispatch: (702) 293-8998

Emily Ryan (Volunteer Coordinator): [eryan@blm.gov](mailto:eryan@blm.gov) or (702) 515-5313

\* Any work completed outside of this job description may lead to termination of the authorized volunteer agreement.