



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:** Site Care Volunteer

**POSITION DESCRIPTION:** Assist with care and upkeep of some of our more heavily used and infrastructural sites at Red Rock Canyon NCA. Tasks will include sweeping, picking up trash, reporting broken or damaged areas, and occasionally answering and directing visitor questions. This position does require some customer service skills and the ability to work with international guests. Disgruntled visitors are a rare but not an unheard-of occurrence. If you do happen to encounter a disgruntled visitor, de-escalation techniques and/or delegation of that task to the on-site Park Ranger(s) is advised. All locations for this role must be approved through an annual work plan and will be in coordination and authorized by the assigned TEAM lead, BLM Volunteer Coordinator, and NCA Manager. \*

**PHYSICAL ACTIVITY/FITNESS REQUIREMENTS:** This role involves standing or walking for short periods of time and distances. Cold, wind, rain, and sun/heat exposure are all possible. In addition, the work may consist of bending, lifting, reaching, and the use of supplies, tools, and equipment. Working individually is also required.

**PHYSICAL LOCATION OF PROJECTS:** Areas around the Red Rock Canyon National Conservation Area (NCA) Visitor Center, primarily the Dedication Walkway or the Outdoor Exhibit Area.

### GENERAL RESPONSIBILITIES

- Sweeping walkways of loose pebbles.
- Pick up trash in the surrounding area.

### SITE SPECIFIC INFO AND DAMAGE REPORTING

- Dedication Walkway
  - Tiles are a minimum donation of \$400 (or \$350 for Friends of Red Rock Canyon member). All funds remain at and support RRC NCA.
  - Tiles can be ordered via brochure (See Visitor Center Information Desk) or pay via Friends website: [friendsredrock.org](http://friendsredrock.org) and email form from website to [info@friendsredrock.org](mailto:info@friendsredrock.org).
  - Inscriptions: up to 6 lines of text with 12 letters, numbers or characters per line. No symbols are permitted.
  - Friends offers a 2-year warranty on tiles.
  - Direct any other questions to [info@friendsredrock.org](mailto:info@friendsredrock.org) and we'll respond promptly.
  - Report issues to Hilary Moorehead, Dedication Walkway Administration, at [hilary@friendsredrock.org](mailto:hilary@friendsredrock.org)

- Outdoor Exhibit Area
  - Greet any visitors in the area and be prepared to answer questions that you know the answer to.
  - Direct visitors to info desk if you do not know the answer.
  - Report any broken exhibits or dangerous areas to Chad Hoing, Interpretive Park Ranger, at [choing@blm.gov](mailto:choing@blm.gov) or (702) 515-5382.

**TRAINING REQUIREMENTS:**

- Volunteer Orientation.
- [Leave No Trace Principles](#) (Self-paced Online Search: **Leave No Trace 7 Principles site:lnr.org**).

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

- Trip/fall hazard (slippery floors, uneven surfaces, etc.)
- Cut/pinch/crush hazards
- Lifting injuries-back, muscles, joints
- 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:** Chad Hoing / Hilary Moorhead / 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.