



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: Tortoise Habitat Care

POSITION DESCRIPTION: Perform the feeding, soaking, health checks, and habitat checks for the Desert Tortoises on habitat within the outdoor exhibits. Part of the work involves close examination of the tortoises for ticks and safe removal of the ticks. This procedure will be taught on site by seasoned volunteer leads or the BLM Biologist as needed. Please alert the BLM or TEAM lead of any unsafe conditions or if there is any threat to safety of the tortoises. All projects outside of the primary outlined duties for this assigned position will 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.

GENERAL SCHEDULE (ADJUSTED AS NEEDED):

1. Mondays, Wednesdays, and Saturdays as needed, May-September: Soak a tort - keep them cool and clean. (Start times depend on weather but will always be in the morning)
2. Mondays, Wednesdays, and Saturdays, April-September: Feed the tortoises (Start times depend on weather but will always be in the morning)
3. Tuesday, Thursday, Friday & Sunday – anytime between 8 AM to 3:30 PM: Fill water bowls/pans for tortoises. Perform visual health checks on any tortoise that are out of their burrows and surveying and cleaning the habitat.

During any of these shifts, please feel free to share information with visitors about our desert tortoises and any general facts as appropriate. Volunteers will use the proper supplies and foot booties provided on-site in the Red Rock Canyon Tortoise Closet. Please follow all operational procedures while at the Red Rock Canyon Administrative Office such as signing in and out at and keeping the closet door shut while in the habitat.

PHYSICAL ACTIVITY/FITNESS REQUIREMENTS: This assignment may be moderately strenuous and may be performed on uneven ground and during inclement weather. The work may consist of bending, lifting, reaching, and carrying awkward loads/objects including supplies and/or lifting tortoises at approved times, such as during a soak. Also, this role may involve standing or walking in extreme weather. Working both as a team and individually is also required.

TRAINING REQUIREMENTS:

- Volunteer Orientation.
- [Leave No Trace Principles](#) (Self-paced Online Search: **Leave No Trace 7 Principles site:lntr.org**).
- Tortoise Habitat training and must take an annual refresher, usually available March through June.
- Habitat introduction (usually occurs after your first Tortoise Habitat Training).
- Feeding and/or soaking shadowing with seasoned volunteers.

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE):

- Closed toe shoes (must have!)
- Shoe covers, (must have! and provided by Friends of Red Rock Canyon)
- Elbow length gloves, when necessary (provided by Friends of Red Rock Canyon)
- 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
- Pinch/crush hazards
- Lightning in outdoor exhibit area
- Animal bites (tortoises and insects)
- Other 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.
- **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: Marissa Dowalter-Miracle (BLM Biologist) / Nicole Kroesen (Friends' Volunteer Coordinator) / Volunteer Leads / 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 or (702) 515-5313

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