

**Volunteer Position Description  
Green Valley Hiking Club  
Trail Maintenance**

September 29, 2010

**Duties and Activities**

Green Valley Hiking Club trail maintenance volunteers work on numerous forest trails with primary focus on trails in the Santa Rita Mountains in the Nogales Ranger district. Volunteers use a variety of hand tools to remove brush and other vegetation and maintain the tread of standard forest service trails and obliterate non-system trails. The group undertakes projects intermittently and coordinates these projects with the Recreation Area Manager or Trail manager for the District in which the project occurs.

Activities may include cutting brush with brushing tools or hand saws, leveling trail surfaces using shovels, Pulaski or similar tool, maintaining trail water bars, and removing low hanging limbs and small hazard trees. Members of the group are knowledgeable of and regularly review the Job Hazard Analysis approved for trail maintenance. The use of weed cutting equipment and small power tools is an approved activity. The use of chainsaws is NOT approved unless the volunteer is trained and certified by the Forest Service. Other power equipment such as a Bobcat or ATV for transporting materials to and from work sites also requires operator certification and approval by the Forest Service.

Volunteers record their time and accomplishments and report those to the designated club member for aggregation into a monthly report that is submitted to the Forest Service. A Summary Report in September of each year is submitted totaling all hours and activities.

**Safety**

In general, safety guidance is provided by the attached Job Hazard Analyses (JHA). Each member engaging in field activities must read and indicate their acceptance of the JHAs by signing their legal name on the roster of members performing work. This roster must be updated as new members are added and a copy attached to the Sponsored Volunteer Group Agreement.

Volunteers must practice situational awareness. This means dressing appropriately for work conditions using personal protective equipment, carrying water as necessary, knowledge of expected weather conditions, reports of hazardous wildlife in the work area, and the potential of illegal activities to occur in or near the work site. Basic First Aid training is recommended but not required for service.

Volunteers are not authorized to conduct Law Enforcement actions. Standard practice, if illegal activity is observed, is to withdraw from the job site and notify the appropriate legal authorities.

**Compensation Materials and Supplies**

Unless specifically authorized volunteers are not reimbursed for any personal expenses related to their services. Projects requiring the Forest Service materials and supplies should be discussed with and approved by the Recreation Area Manager prior to commencing work.