



CLEARWATER  

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*conservancy*

## Volunteer Handbook

Updated: April 2018

## **Welcome to ClearWater Conservancy!**

### **Dear New Volunteer,**

Thank you for your interest in our organization. As a volunteer, you become a member of a dedicated team working to protect and preserve our natural resources in Central Pennsylvania. Through the generous gift of your time, talent and personal interests, you supplement and enhance the work of staff members. Together, we can continue to nurture a vibrant community that respects and sustains the natural environment that makes our region so special.

Volunteering is a great way to learn new skills, serve your community, and meet new people. Most of all, you can be assured that you are making a difference for current and future residents of the region.

Please take the time to read this handbook. It has been prepared to acquaint you with ClearWater Conservancy and provide information to help you enjoy a rewarding volunteer experience. Please contact me if you have any questions or suggestions on how we can improve our volunteer program.

We welcome you as a member of our team!

Sincerely,

Rhonda Rumbaugh  
Events & Volunteer Coordinator

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## About ClearWater Conservancy

### Mission

The mission of ClearWater Conservancy is to conserve and restore the natural resources of central Pennsylvania through land conservation, water resources stewardship and environmental outreach in the community.

### Vision

Working together for people and place to nurture a healthy environment and thriving communities in the heart of Pennsylvania.

### Values

*Focus on the Future  
Lead through Engagement  
Inspire Exploration and Curiosity  
Apply Sound Science  
Strive for Impact  
Act with Integrity*

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### Quick Facts

ClearWater Conservancy began in 1980 and has continued to work with individuals and groups to power new and innovative initiatives focused on the conservation of land and water.

*With the help of our Volunteers and donors,  
ClearWater Conservancy has been able to:*

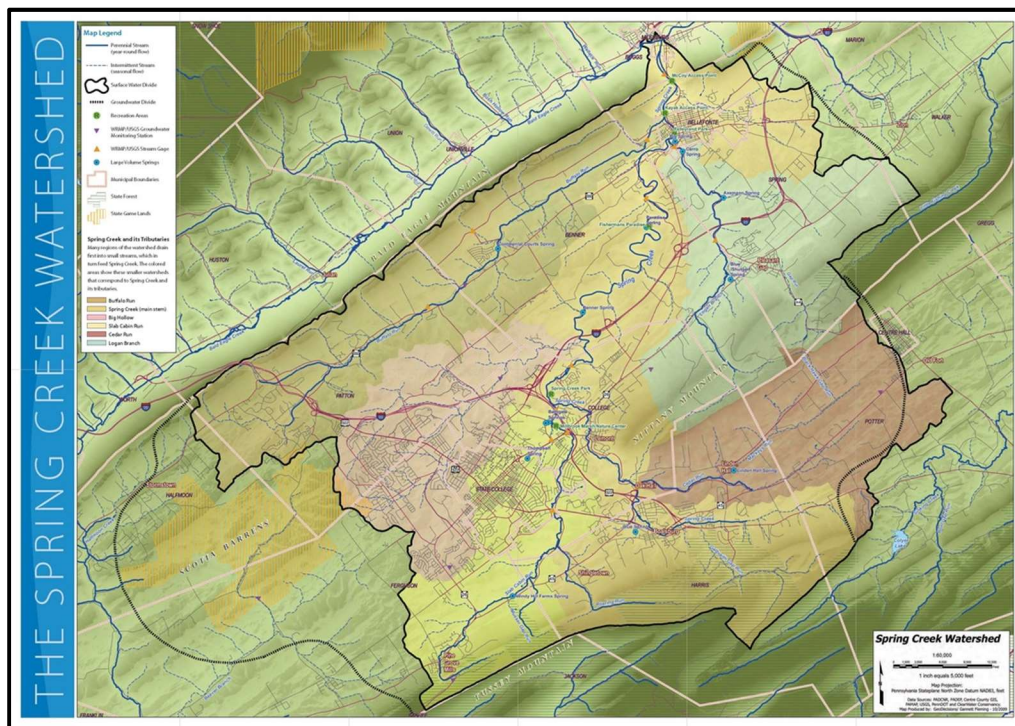
- Protect 6,125 acres of natural lands through conservation easements and conservation partnerships
- Plant over 82,434 linear feet of riparian buffers
- Remove 6.09 million pounds of trash from roadsides, stream banks, sinkholes, and illegal dumpsites
- Sent 22,000 students on field trips to Millbrook Marsh Nature Center

*Through the acts of our selfless volunteers,  
ClearWater Conservancy has been able to take  
action and make an impact on those that live  
beyond our own community.*

*We all live downstream.*

## Spring Creek Watershed

The community of State College is located near the headwaters of the Spring Creek watershed. Encompassing a broad limestone valley and framed by forested mountain ridges, the Spring Creek watershed is home to abundant wildlife, fertile farms, historic towns, a large university, and bustling urban centers. Every year, many visitors come to enjoy the region's natural beauty, recreation, and vibrant quality of life.



## ClearWater's Promise

As a Volunteer with ClearWater Conservancy, it is important that Volunteers learn about the organization, what we represent, and what our goals are as a company. In turn, ClearWater Conservancy is dedicated to making every volunteer experience a good one. From ClearWater Conservancy, Volunteers can expect to:

- Learn about ClearWater Conservancy and our Volunteer Policies
- Receive an orientation to learn about different volunteer roles
- Be informed of ClearWater Conservancy's protocol for reporting complaints or concerns
- Get guidance and support in your volunteer role
- Be reimbursed for all *approved* volunteer work-related expenses for the organization.

## Volunteer Information

**Volunteer Coordinator:** Rhonda Rumbaugh

Email: [rhonda1@clearwaterconservancy.org](mailto:rhonda1@clearwaterconservancy.org)

Phone: 814-237-0400

Rhonda Rumbaugh helps coordinate Volunteers by considering individual interests as well as the needs of ClearWater Conservancy to place individuals in a volunteer role where they can use their personal talents and interests towards their role as a ClearWater Conservancy Volunteer. If you have questions about your role as a Volunteer or need additional information, Rhonda is an excellent resource and will answer your questions or get you in touch with someone who can.

### Office Location

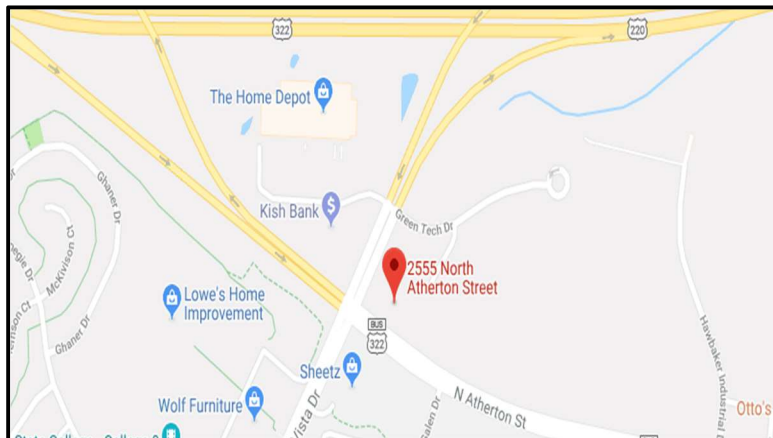
2555 N. Atherton Street

State College, PA 16803

### Office Hours

Monday - Friday

8:30am - 5:00pm



**Parking:** As a volunteer, a lot of work is done outside of the office. However, there may come a time when you need to visit the office to get a few things done. When visiting, Volunteers may park in the stone lot beside the building.

**CATA Bus Route:** HP Route and G Route CATA busses have a stop right across the street from ClearWater Conservancy. Follow the links below to see each bus schedule in detail:

- HP Route: <https://www.catabus.com/Infosigns/HP25a.pdf>
- G Route: <https://www.catabus.com/Infosigns/c182a.pdf>

**Building Access:** The office is unlocked during normal operating hours. Volunteers can enter the office through the front door, located on the North Atherton side of the building. If you have trouble locating the entrance, please call the office at 814-237-0400 and a staff member will come outside to assist you.

## Volunteer Opportunities

Without the help of our Volunteers, ClearWater Conservancy would not be able to host so many successful projects and events. As a Volunteer, you are able to help out with many of the events hosted by ClearWater Conservancy!

Learn about all of our opportunities at <http://www.clearwaterconservancy.org/>

### Ongoing Opportunities

- Land Conservation Site Steward: The goal of ClearWater's Land Conservation Program is to conserve ecologically important habitats in Central Pennsylvania for all time. Lands we want to conserve provide significant ecological function, are valuable habitats for wildlife, contain unique features or offer new recreational access. We provide technical assistance and information to landowners who want to improve and manage habitats on their own property and volunteer site stewards monitor properties that are under conservation easement.
- Riparian Site Steward: The goal of ClearWater's Riparian Conservation Program is to improve stream quality throughout Central Pennsylvania through the program's four areas of focus: stream assessment, stewardship, restoration, and protection. The program educates streamside landowners on the role of vegetated buffers and with the help of volunteers, restores streamside buffers with native trees and shrubs. Landowners and volunteers make this effort possible.
- Native Garden Volunteer: Native Garden Volunteers help with the native landscaping around the ClearWater Conservancy office. This group gets together more frequently in the summer, up to twice a month, to care for the variety of plants as needed. Native garden volunteers also help winterize the garden at the end of the season. Volunteers will learn a great deal about the many unique species planted in the native garden throughout the growing season.

## Annual Events / Opportunities

- Art & Chocolate Winter Gala: An Annual Winter Gala that includes live and silent auctions, gourmet desserts and hors d'oeuvres, and local beer and wine!
- Watershed CleanUp Day: Volunteers have helped clean up several hundred tons of litter since its inception
- Adventures in Conservation / Centered Outdoors: A way for people of all ages and fitness levels to explore nine outdoor destinations across Centre County. In 2017 alone, kids and adults experienced 1,400 personal adventures and hiked more than 1,200 cumulative miles during 20 outings.
- Otto's Golf Fest: A fun, outdoor golf tournament with prizes, contests, and, of course, refreshments from Otto's Pub and Brewery. Proceeds from the event benefit the Spring Creek streamside restoration project.
- Annual Meeting: Members gather annually to celebrate the year's success and honor the individuals who make it all possible.

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## Volunteer Expectations and Responsibilities

As a Volunteer with ClearWater Conservancy, you are responsible for duties that are important to the success of our organization. By committing as a Volunteer with ClearWater, it is important that you recognize the responsibilities that accompany your work. All Volunteers are expected to:

- Be punctual for your volunteer duty or shift
- Be reliable and responsible
- Communicate any issues or concerns which are likely to affect your volunteer duties
- Do your duties as assigned and directed
- Accept guidance from the Volunteer Coordinator or supervisor
- Be willing to learn and participate in orientation, training programs, and meetings
- Understand the role of the paid staff, maintain a smooth working relationship with them and stay within the bounds of the volunteer role
- Keep sensitive organizational information confidential
- Comply with the policies and procedures of the organization
- Complete all post-event record-keeping



## **Volunteers as Spokespersons**

Speaking as a Volunteer with ClearWater Conservancy, the general public may ask you questions about the organization. If a situation arises where a Volunteer is asked a question about Clearwater Conservancy's stance on a public issue, or asked to give a personal statement at an event, here are a few appropriate responses:

- If Approached by Press/Media: "ClearWater Conservancy is a nationally-accredited land trust serving Central PA. The organization is not an advocacy group. I am happy to pass along your question/concern to the appropriate person if you can share your name and contact information with me."
  - If Asked for ClearWater's Opinion: "ClearWater staff would be glad to address your questions and/or concerns. I am here today as a volunteer and am not as familiar with that topic as a ClearWater staff or board member would be. Can I get your name and contact information to pass along to the appropriate person?"
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## **Appropriate Dress**

Volunteers are expected to act and dress professionally when volunteering and acting on behalf of ClearWater Conservancy. Volunteers shall be advocates of the agency in the community and should be dressed to further elevate the ClearWater Conservancy name and brand in the community.

Volunteers are expected to dress in a manner that is appropriate for the event or activity that the Volunteer is participating in. Because of the wide range of volunteer opportunities available, appropriate dress will vary depending on your duties as a Volunteer. At all times, Volunteers should dress in a way that will allow them to be comfortable and safe.

During the volunteer orientation, the Volunteer Coordinator will discuss appropriate dress code to ensure all volunteers understand suitable attire. If, at any time, you are unsure what you should wear for an outing or event, please contact the Site or Activity Supervisor.

## Reimbursement Policy

As a Volunteer at ClearWater Conservancy, you may need to purchase items using your own money for company-related expenses such as events, information booths, travel expenses, and more.

*All purchases made must be authorized prior to purchase to be eligible for reimbursement to the Volunteer.* To receive written pre-authorization, contact the Site Supervisor or Volunteer Coordinator.

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## Substance Use

**Smoking:** ClearWater intends to provide a safe and healthy environment. Smoking in the workplace is prohibited except in outside locations specifically designated as smoking areas. For information regarding the location of smoking areas, consult with your supervisor.

**Drug-Free Environment:** We strive to provide a drug-free, healthy, and safe environment. While on Clearwater premises and while conducting CWC-related activities off premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Occasionally, we may sponsor events where alcohol is served; in such situations, volunteers who consume alcohol are expected to act in a responsible manner.

**Prescription Drugs:** The legal use of prescribed drugs is permitted during volunteer service only if it does not impair a volunteer's ability to perform the essential functions of the volunteer position effectively and in a safe manner that does not endanger other individuals in the workplace. Volunteers must advise their supervisor if they are taking any prescription or over-the-counter drug which could adversely affect safety or performance.

## Harassment Policy

ClearWater Conservancy aims to foster an environment where employees and volunteers alike are treated with dignity, decency, and respect. Volunteers should be able to donate their time and skills in an environment that is safe and absent of hostile, retaliative, sexual, and other unlawful forms of harassment. ClearWater Conservancy will not tolerate discrimination or harassment of any kind. By educating employees and volunteers, ClearWater Conservancy seeks to prevent and correct behavior that violates this policy.

ClearWater will handle all complaints in a confidential manner and aim to take corrective action where appropriate. In cases where a Volunteer feels that they are being harassed, they should file a complaint with ClearWater Conservancy Executive Director:

Deborah Nardone  
Email: [deb@clearwaterconservancy.org](mailto:deb@clearwaterconservancy.org)  
Phone: 814.237.0400

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## Volunteer Eligibility Requirements

ClearWater Conservancy welcomes volunteers regardless of age, race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, disability, or veteran status.

Physical Abilities: Some volunteer positions may require *extended periods of standing, walking, and/or hiking on uneven terrain* as a part of the Volunteer's duties.

Age: People of all ages may volunteer, but most Volunteer Opportunities are most suitable for people over the age of 15. Young people, under age 18, can volunteer provided that the work does not pose a threat to their health or safety or violate Federal or State child labor laws. A parent or legal guardian must give written consent before a person under 18 years of age may volunteer.

Transportation: Land and Riparian Site Stewards must have regular access to transportation.

If you have questions or concerns regarding your physical ability to perform these duties, please contact the Volunteer Coordinator.

## Helpful Tips

At ClearWater Conservancy, we want to be sure that the transition into your new role as a volunteer is a smooth one. To help out, we have gathered some tips and tricks to help you navigate within your new role!

Some terms you might come across:

<b>PVCA</b>	Penns Valley Conservation Association
<b>NFWF</b>	National Fish and Wildlife Foundation
<b>DCNR</b>	Department of Conservation and Natural Resources
<b>PALTA</b>	Pennsylvania Land Trust Association
<b>PFBC</b>	Pennsylvania Fish and Boat Commission
<b>PRPS</b>	Pennsylvania Recreation and Park Society
<b>SCCTU</b>	Spring Creek Chapter of Trout Unlimited
<b>LTA</b>	Land Trust Alliance
<b>CBF</b>	Chesapeake Bay Foundation
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>ATLAS</b>	Also known as EnviroAtlas; Interactive tools allow users to discover, analyze and download data and maps related to ecosystem services, or the benefits people receive from nature.
<b>SRBC</b>	Susquehanna River Basin Commission – organization established as the agency to coordinate the water resources efforts of the three states (NY, MD and PA) and the federal government regarding the Susquehanna River Basin.

### **Termination of Volunteers**

If a Volunteer wishes, at any time, to end their Volunteer relationship with ClearWater Conservancy, they may do so without punishment or retaliation. ClearWater Conservancy values the work that Volunteers do and recognize that Volunteer relationships are not indefinite.

At ClearWater Conservancy, the success of our events relies on our Volunteers; any individual who wishes to terminate their volunteer relationship should give significant notice to ClearWater Conservancy, especially prior to special events where success depends heavily upon the work of Volunteers.

### **Acknowledgement and Receipt of Handbook**

I, \_\_\_\_\_, certify that I have read and received a copy of the ClearWater Conservancy Volunteer Handbook.

I understand that, by signing this document, I have read and understand the contents of the Volunteer Handbook and have discussed any questions that I have with the Volunteer Coordinator. I understand and agree to adhere to the policies and procedures outlined in the Handbook.

### **Media Release**

I hereby give ClearWater Conservancy consent to record, videotape, or photograph my image. I understand that my image may appear on the ClearWater Conservancy website, social media platforms, and/or other forms of media both online and in print.

I understand that no compensation will be provided to me for use of my image, and I may not be informed in advance of the specific use of my image.

☐ I Accept

☐ I Decline

### **Emergency Contacts and Medical Treatment**

In any case where first-aid or medical attention is necessary, I give permission to authorize personnel to carry out such emergency diagnostic and therapeutic procedures as may be necessary, and also permit such treatment procedures to be carried out at and by the local hospital(s) in the event of an emergency. I understand that any medical expense will be billed directly to me or my insurance company.

In case of emergency, please notify:

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Name	Phone Number
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Volunteer Name (Please Print)

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Volunteer Signature

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Date (mm/dd/yyyy)

**Parent/Legal Guardian Consent Form**  
(Volunteers Under the Age of 18)

I hereby give consent for my child, \_\_\_\_\_, to participate in volunteer activities organized by ClearWater Conservancy. I understand that this may include transportation to and from event or activity locations. I understand that participation as a volunteer is entirely voluntary.

In any case where first-aid or medical attention is necessary, I give permission to authorize personnel to carry out such emergency diagnostic and therapeutic procedures as may be necessary for my child and also permit such treatment procedures to be carried out at and by the local hospital(s) for my child in the event of an emergency. I understand that any medical expense will be billed directly to me or my insurance company.

Health concerns:

Please list any allergies, health problems, or special needs pertaining to the participant, such as asthma, diabetes, allergy to bee stings, etc:

\_\_\_\_\_

In case of emergency, please notify:

\_\_\_\_\_

Name

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Parent/Legal Guardian Name (Please Print)

\_\_\_\_\_

Parent/Legal Guardian Signature

\_\_\_\_\_

Date (mm/dd/yyyy)