

Saylorville Lake Volunteer Positions – 2024

Cleaning Volunteers

The primary duty of the Cleaning Volunteer is to maintain cleanliness at picnic, campground, and boat ramp areas as outlined below. Park facilities being cleaned by volunteers are traditionally lightly used. Facilities should meet the standard of clean daily. Volunteers will average 21 hours of service per week. The volunteer must provide their own reliable, licensed vehicle, fuel, and insurance to transport materials including trash. Volunteers must maintain a valid driver's license. The estimated miles/week varies with each position so please check the descriptions carefully. Maps of each area can be found at <http://www.mvr.usace.army.mil/Missions/Recreation/SaylorvilleLake.aspx>. If the volunteer wishes to receive camping in return for volunteer services they will be provided a site with water, electric and sewer hook-ups.

Specific positions include:

Administration Cleaning Volunteer

Season: Mid-April – October

Days Off: Tuesday, Thursday, Saturday-Sunday

Campsite: water, electric, and sewer in Sandpiper Recreation Area

Workdays: Monday, Wednesday & Friday (4:00 pm – 6:30 pm)

1. Administration Building & Lunchroom
 - a. Clean interior of buildings (including sweeping, vacuuming, moping, dusting, cleaning glass doors/windows and restrooms)
 - b. Service trash receptacles and recycling
2. Western Resident Office Cleaning
 - a. Clean interior of buildings (including sweeping, vacuuming, moping, dusting, cleaning glass doors/windows and restrooms)
 - b. Service trash receptacles and recycling.
3. Volunteers may perform other duties as available and scheduled.

Cherry Glen Day Use Cleaning Volunteer

Season: Mid-April – October

Days Off: Tuesday and Wednesday

Campsite: water, electric, and sewer in Cherry Glen Day Use Area

Mileage/Week: 24 miles

Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.

1. Cherry Glen Boat Ramp on Friday and Saturday
 - a. Unlock gates at 6:00am.
 - b. Service 1 restroom building in upper parking lot and 1 vault restroom at lower parking lot.
 - c. Pick up litter and debris around boat ramp areas, along roadway and in parking lots and service the trash receptacles.
 - d. Work orders shall be submitted as needed.
2. Cherry Glen Picnic Area on Thursday through Monday
 - a. Unlock gates at 6am or 7am. (*See Facility Schedule*)
 - b. Service 4 restroom buildings, service trash receptacles and clean 6 shelters, post shelter reservations, pick up litter and debris along roadway, in parking lots and on the grounds.
 - c. Clean ashes from fireplaces & grills by removing and properly disposing of ashes weekly.
 - d. Fully disinfect 4 restroom buildings and 6 shelters once a week.
3. Volunteers may perform other duties as available and scheduled.

Cherry Glen/Oak Grove Cleaning Volunteer

Season: Mid-April – October

Days Off: Friday and Saturday

Campsite: water, electric, and sewer in Oak Grove Recreation Area

Mileage/Week: 45 miles

Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.

1. Cherry Glen Boat Ramp on, Sunday through Thursday
 - a. Unlock gates at 6:00am.
 - b. Service 1 restroom building in upper parking lot and 1 vault restroom at lower parking lot daily.
 - c. Fully disinfect 1 restroom building and 1 vault restroom once a week.
 - d. Pick up litter and debris around boat ramp areas, along roadway and in parking lots and service the trash receptacles.
 - e. Work orders shall be submitted as needed.
3. Oak Grove Picnic Area on Sunday and Monday
 - a. Unlock gates at 6:00am. (*See Facility Schedule*)
 - b. Service 1 restroom building, 2 picnic shelters, clean ashes from grills and fireplaces, post shelter reservations and service trash receptacles daily.
 - c. Pick up litter and debris around picnic area and roadways.
 - d. Lock gates at 10:00pm (*See Facility Schedule*).
 - e. Work orders shall be submitted as needed.
4. Oak Grove Beach on Sunday and Monday
 - a. Unlock Gates at 6:00am. (*See Facility Schedule*).
 - b. Service 1 vault restroom at the beach area daily.
 - c. Pick up litter and debris to include the entrance road, beach area and parking lots.
 - d. Lock gates at 9:00pm. (*See Facility Schedule*).
5. Cherry Glen Cherry Glen Picnic Area on Tuesday and Wednesday
 - a. Unlock gates at 6am or 7am. (*See Facility Schedule*)
 - b. Service 4 restroom buildings, service trash receptacles and clean 6 shelters, post shelter reservations, pick up litter and debris along roadway, in parking lots and on the grounds.
 - c. Clean ashes from fireplaces & grills by removing and properly disposing of ashes as needed.
6. Volunteers may perform other duties as available and scheduled.

Cottonwood Cleaning Volunteer

Season: Mid-April – October

Days Off: Friday and Saturday

Campsite: water, electric, and sewer in Cottonwood Recreation Area

Mileage/Week: 77 miles

Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.

1. Lakeview Main Boat Ramp on Sunday, Monday
 - a. Service the picnic shelter, restrooms, post shelter reservations, service trash receptacles and clean ashes from fireplace and grill daily.
 - b. Service vault restroom daily.
 - c. Pick up litter and debris along roadway and boat ramp area, parking lots and service trash receptacles.
 - d. Work orders shall be submitted as needed.
2. Dam Roadway, Control Tower Road, Horseshoe Drive and Lake View High Water Ramp, Archery Range on Sunday through Tuesday
 - a. Service and clean 2 vault restrooms
 - b. Pick up litter and debris along roadways and in parking lots.
 - c. Service trash receptacles.
3. Cottonwood Recreation Area on Wednesday and Thursday
 - a. Unlock gates at 6am or 7am (*See Facility Schedule*).
 - b. Service 6 restroom buildings, service trash receptacles, clean 9 shelters, post shelter reservations, pick up litter.
 - c. Lock gates and restrooms at 10pm or 8pm (*See Facility Schedule*).
 - d. Work orders shall be submitted as needed.
4. Red Feather Prairie Access parking lots Monday
 - a. Service 1 vault restroom.
 - b. Service trash receptacles.
 - c. Pick up litter and debris along roadway and parking lots.
5. Sycamore Access parking lots Sunday, Tuesday, Thursday
 - a. Service trash receptacles.
 - b. Pick up litter and debris along roadway and parking lots.
6. Volunteers may perform other duties as available and scheduled.

Oak Grove Cleaning Volunteer

Season: Mid-May – Mid-September

Days Off: Sunday and Monday

Campsite: water, electric, and sewer in Oak Grove Recreation Area

Mileage/Week: 45 miles

Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.

1. Oak Grove Picnic Area on Tuesday through Saturday
 - a. Unlock gates at 6:00am.
 - b. Service 1 restroom building, clean 2 shelters, post shelter reservations and service trash receptacles.
 - c. Fully disinfect 1 restroom building and 2 shelters once a week.
 - d. Clean grills by removing and properly disposing of ashes weekly.
 - e. Pick up litter and debris from picnic area and roadways.
 - f. Lock gates at 10:00pm.
2. Oak Grove Beach Tuesday through Saturday
 - a. Unlock gates at 6:00am.
 - b. Service 1 vault toilet at the beach area daily.
 - c. Pick up litter and debris to include the entrance road, beach area and parking lots.
 - d. Fully disinfect 1 vault toilet building once a week.
 - e. Lock gates at 9:00pm.
3. Sandpiper Recreation Area on Tuesday and Wednesday
 - a. Unlock Overlook parking lot gate at 6am or 7am (Varies).
 - b. Service picnic shelter, post shelter reservations, service trash receptacles and clean ashes from the fireplaces & grills.
 - c. Service 1 restroom building, service trash receptacles.
 - d. Pick up any litter and debris around playground, parking lots and entrance road.
 - e. Pick up litter and debris, service trash receptacles, clean ashes from grills which include entrance road, boat ramp, overlook area and parking lots.
 - f. Service 1 vault toilet at the boat ramp area.
4. Volunteers may perform other duties as available and scheduled.

Sandpiper Cleaning Volunteer

Season: Mid-April – Mid-October Days Off:

Tuesday and Wednesday

Campsite: water, electric, and sewer in Sandpiper Recreation Area

Mileage/Week: 46 miles

Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.

1. Sandpiper Recreation Area on Thursday through Monday
 - a. Unlock Overlook parking lot gate at 6am or 7am (*See Facility Schedule*).
 - b. Service the picnic shelter, post shelter reservations, service trash receptacles and clean ashes from fireplaces and grills daily.
 - c. Service 1 restroom building and service trash receptacles daily.
 - d. Fully disinfect 1 restroom building and 1 picnic shelter once a week.
 - e. Clean picnic area grills by removing and disposing of ashes weekly.
 - f. Pick up litter and debris, service trash receptacles along the roadways, boat ramp, Overlook Area, picnic sites and parking lots.
 - g. Service 1 vault toilet at the boat ramp area daily.
 - h. Fully disinfect 1 vault toilet once a week.
 - i. Lock Overlook parking lot gate at 8:00 pm or 9:00 pm (*See Facility Schedule*)
 - j. Work orders submitted as needed.
2. Bridge Road Access on Monday, Thursday, and Sunday
 - a. Service trash receptacles.
 - b. Pick up litter and debris along roadway and parking lot.
3. Big Creek upper and lower Spillway on Monday, Thursday, and Sunday
 - a. Service trash receptacles.
 - b. Pick up litter and debris along roadway and parking lots.
4. Volunteers may perform other duties as available and scheduled.

Visitor Center Cleaning Volunteer

Season: April – October

Days Off: Sunday and Monday

Campsite: water, electric, and sewer in Volunteer Village for 2024 season

Mileage/Week: 95 miles

Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.

1. Visitor Center cleaning before 11:00am or evenings after 6:00pm
Tuesday, Thursday, and Saturday.
 - a. Clean interior and exterior of Visitor Center (including sweeping, vacuuming, moping, dusting, and restrooms).
 - b. Picnic Area litter pick up.
 - c. Service trash receptacles.
2. Dam Roadway, Control Tower Road, Horseshoe Drive and Lakeview High Water Boat Ramp, Archery Range Wednesday through Saturday
 - a. Service 2 vault restrooms at Lakeview High Water and the Archery Range.
 - b. Pick up litter and debris along roadways, overlooks and in parking lots.
 - c. Service trash receptacles.
3. Red Feather Prairie Access parking lot Thursday and Saturday.
 - a. Service 1 vault restroom.
 - b. Service trash receptacles.
 - c. Pick up litter and debris along roadway and parking lots.
4. Volunteers may perform other duties as available and scheduled.

Walnut Ridge Cleaning Volunteer

Season: Mid-April – October

Days Off: Tuesday and Wednesday

Campsite: water, electric, and sewer in Walnut Ridge Recreation Area
Mileage/Week: 21 miles

Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.

1. Lakeview Boat Ramp on Thursday.
 - a. Service the picnic shelter, restrooms, post shelter reservations, service trash receptacles and clean ashes from fireplace and grill daily.
 - b. Service vault restroom daily.
 - c. Pick up litter and debris along roadway and boat ramp area, parking lots and service trash receptacles.
 - d. Work orders shall be submitted as needed.
2. Walnut Ridge Picnic Area on Thursday through Monday
 - a. Unlock gates at 6am or 7am (*See Facility Schedule*).
 - b. Service 2 restrooms, 3 picnic shelters, post shelter reservations, service trash receptacles and clean ashes from fireplaces and grills daily.
 - c. Pick up litter and debris along roadway, parking lots, grounds and service the trash receptacles located throughout the disk golf course.
 - d. Fully disinfect 2 restroom buildings and 3 shelters once a week.
 - e. Clean picnic area grills by removing and disposing of ashes weekly.
 - f. Work orders shall be submitted as needed.
 - g. Lock gates at 8pm or 10pm (*See Facility Schedule*)
3. Volunteers may perform other duties as available and scheduled.

West Lake Cleaning Volunteer

Season: Mid-April – October

Days Off: Sunday and Monday

Campsite: water, electric, and sewer in Acorn Valley Recreation

Area Mileage/Week: 35 miles.

Mileage Reimbursements will be made once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.

1. Lakeview Boat Ramp on Tuesday, Wednesday, Friday, Saturday.
 - a. Service the picnic shelter, restrooms, post shelter reservations, service trash receptacles and clean ashes from fireplace and grill daily.
 - b. Service vault restroom daily.
 - c. Pick up litter and debris along roadway and boat ramp area, parking lots and service trash receptacles.
 - d. Fully disinfect clean 1 restroom, picnic shelter and 1 vault restroom once a week.
 - e. Work orders shall be submitted as needed.
2. Corydon Drive on Tuesday, Thursday, Saturday
 - a. Service trash receptacles.
 - b. Pick up litter and debris along roadway and parking lots.
3. Walnut Ridge Picnic Area on Tuesday and Wednesday
 - a. Unlock gates at 6am or 7am (*See Facility Schedule*)
 - b. Service 2 restrooms, 3 picnic shelters, post shelter reservations, service trash receptacles and clean ashes from fireplaces and grills daily.
 - c. Pick up litter and debris along roadway, parking lots, grounds and service the trash receptacles located throughout the disk golf course.
 - d. Work orders shall be submitted as needed.
4. Volunteers may perform other duties as available and scheduled.

Natural Resource Volunteer

The primary duty of a Natural Resource Volunteer is to help improve overall park aesthetics by performing/assisting in day to day and seasonal management activities, while promoting native landscape species. Volunteers must be willing to work in *all weather conditions* and have an underlying knowledge of landscape/park maintenance. Knowledge of pruning methods, tree care and use of chemicals is preferred, but training is available. Volunteers shall provide an average of 21 hours of volunteer service per week and may serve the entire recreation season April – October. The volunteers will work on established weekdays between the hours of 7 am and 4 pm. The volunteer may be required to lift up to 40 lbs. and operate tools such as a spin-line trimmer and operate an All-Terrain Vehicle (ATV), chainsaw, pruners, pole saw, backpack sprayer, or other tools. All tools will be provided by the government and volunteers may operate government vehicles while performing official duties. Volunteers must have a valid driver's license and are responsible for ensuring that their personal insurance will cover any/all expenses acquired in the event of an accident in a government vehicle. Volunteers selected for this position who wish to receive camping in return for volunteer service will be provided an assigned campsite with water, electric and sewer normally located in Sandpiper Volunteer Campground.

Season: *April – October*

Days Off: *Thursday-Sunday*

Campsite: *water, electric, and sewer in Sandpiper Recreation Area*

Work Days: *Monday - Wednesday (7:30 am – 3:00 pm) may vary with weather*

Daily duties may include but are not limited to:

- a. Duties will be performed weekdays between 7:30 am and 4 pm – days and hours will vary based on USACE schedules and need for work
- b. Removing invasive and unwanted species
- c. Brush clearing of recreation and prairie restoration areas
- d. Pruning of trees and shrubs on project lands
- e. Seeding native prairie by hand and with a seed drill
- f. Pesticide/herbicide application (with proper training)
- g. Watering prairie seedlings and tree plantings
- h. Mulching
- i. Planting of trees and native grasses
- j. General landscape upkeep (weeding, raking, etc.)
- k. Applying black dirt fill and leveling depressions and settling trenches
- l. Maintain, clean, and sharpen hand tools
- m. Equipment use and cleaning including tractors, skid steer, ATV's, and riding mowers.
- n. Driving government vehicles
- o. Towing trailers and other equipment
- p. Other tasks as assigned by Saylorville Lake Staff

4 Available Positions:

1. Natural Resource Volunteers Full-hookup campsites with 50 amp electric normally at Sandpiper Volunteer Campground.

2. Environmental Stewardship Volunteers

In addition to the above-mentioned daily duties this volunteer position will assist the Natural Resource Team with managing public lands to foster healthy ecosystems through various management techniques. This position will operate government equipment to include tractors, skid steer, forklift, ATV's and must be able to work independently. Interested individuals must pass equipment operator tests and proficiency testing prior to operating government equipment. Previous equipment operation is recommended for this position.

3. Landscape Volunteer

In addition to the above-mentioned daily duties this volunteer position will assist with maintaining various highly visible landscaped areas around the lake. The primary locations maintained include:

- Visitor Center
- Butterfly Garden
- Sandpiper Super Shelter
- Saylorville Lake Administration Building

Weekly maintenance duties will include leaf blowing, weeding beds, watering, mulching, pruning, trash collection, and grounds maintenance of the area. This position will operate government equipment to include trucks, ATV's, mowers and must be able to work independently. Interested individuals must pass equipment operator tests and proficiency testing prior to operating government equipment.

4. Mower/Trail Maintenance Volunteer

Duties of this position will vary with the need of either mowing or trail work during the season. Early season will most likely be more mowing work as

1. Weekly duties will include mowing, trimming, blowing, pruning of low hanging branches, and other yard-work related activities to maintain recreation areas.
2. Normal workdays are Monday-Wednesday. Other days may be needed due to weather though the volunteer would not work more than 3 days each week.
3. Weekly mowing may vary depending on the area's mowing needs and weather. If weather is unfavorable for mowing, other duties may be assigned.
4. Neal Smith Trail
 1. Responsible for the weekly maintenance of a 13 mile multi-use paved recreational trail.
 2. Weekly duties will include mowing, trimming, blowing, minor sign maintenance, keeping drainage culverts clear, weekly inspections.
5. Prairie Flower Hiking Trail
 - a. Responsible for the weekly maintenance of a 2 mile hiking trail.
 - b. Weekly duties will include mowing, trimming, minor sign maintenance, and pruning branches.

Neal Smith Trail Volunteer

Season: Mid-April – Mid-October

Days Off: Thursday-Sunday

Campsite: water, electric, and sewer in Sandpiper Recreation Area

Work Days: Monday - Wednesday (7:30 am – 3:00 pm)

1. Neal Smith Trail
 - a. Responsible for the weekly maintenance of a 13 mile multi-use paved recreational trail.
 - b. Weekly duties will include mowing, trimming, blowing, minor sign maintenance, keeping drainage culverts clear, weekly inspections.
2. Prairie Flower Hiking Trail
 - c. Responsible for the weekly maintenance of a 2 mile hiking trail.
 - d. Weekly duties will include mowing, trimming, minor sign maintenance, and pruning branches.

Mowing Volunteer

The primary duty of the mowing volunteer is to mow recreation areas. All equipment will be provided by the Government and shall be used according to USACE and manufacturer recommendations. The volunteer shall provide an average of 21 hours of volunteer service per week and may serve for the entire recreation season April through October. Additional volunteer activities may be necessary to meet the hour requirements but can be arranged through the volunteer coordinator. Volunteers selected for this position are assigned a campsite in Sandpiper Recreation Area's Volunteer Campground with water, electric, and sewer hookups.

There are two volunteer mowing positions. Other volunteers may mow part time as needed.

Season: April - October

Days Off: Thursday-Sunday (Weather dependent)

Campsite: water, electric, and sewer in Sandpiper Recreation Area

Work days: Monday - Wednesday (7:30 am – 3:00 pm)

1. Weekly duties will include mowing, trimming, blowing, pruning of low hanging branches, and other yard-work related activities to maintain recreation areas.
2. Normal work days are Monday-Wednesday. Other days may be needed due to weather though the volunteer would not work more than 3 days each week.
3. Weekly mowing may vary depending on the area's mowing needs and weather. If weather is unfavorable for mowing, other duties may be assigned.
4. Volunteers may perform other duties as available and scheduled.

Recreation Management Volunteer

Season: Mid-April – Mid-October

Days Off: Thursday-Sunday

Campsite: water, electric, and sewer in Sandpiper Recreation Area

Work Days: Monday - Wednesday (7:30 am – 3:00 pm)

1. Neal Smith Trail
 - a. Weekly duties will include trimming, blowing, minor sign maintenance, keeping drainage culverts clear, weekly inspections, trash collection and pruning of low hanging branches.
2. Oak Grove Beach
 - a. Responsible for the weekly maintenance of Oak Grove Beach. Weekly duties will include grooming the beach sand with a tractor and rake. Assist with the installation of beach lines and buoys.
3. Recreation Area Landscaping
 - a. Responsible for the weekly maintenance of highly visible landscaped areas around the lake. Weekly duties will include leaf blowing, weeding beds, watering, mulching, and pruning. Grooming beach sand at volleyball courts with a tractor and rake.
4. Sandpiper Recreation Area Ballfield
 - a. Maintain and groom ballfield area with a tractor and rake to limit weed growth.
5. Volunteers may perform other duties as available and scheduled.

Carpentry Volunteer

The primary duty of the carpentry volunteer is to improve the facilities and accommodations in Saylorville Lake's recreation areas. The volunteer shall provide an average of 21 hours of volunteer service per week and may serve for the entire recreation season April through October. Additional volunteer activities may be necessary to meet the hour requirements but can be arranged through the volunteer coordinator. Volunteers selected for this position are assigned a campsite in Sandpiper Recreation Area's Volunteer Campground with water, electric, and sewer hookups.

There is one carpentry volunteer position. Other volunteers may assist as needed.

Season: April - October

Days Off: Thursday-Sunday (Weather dependent)

Campsite: water, electric, and sewer in Sandpiper Recreation Area

Work Days: Monday - Wednesday (7:30 am – 3:00 pm)

1. Weekly duties will include repairing and/or rebuilding facilities in recreation areas. Duties include prep-work as well as finishing and cleanup.
2. Facilities needing improvements may include, but are not limited to picnic shelters, restroom & shower buildings, decking, sheds, fences, bridges, signs, and office/visitor center buildings.
3. Most equipment will be provided by the Corps and shall be used according to Corps and manufacturer recommendations. The volunteers may supply some smaller tools (screw drivers, tape measure, hammer, etc.)
4. Normal work days are Monday-Wednesday. Other days may be needed due to weather though the volunteer would not work more than 3 days each week.
5. Volunteers may perform other duties as available and scheduled.

Painting Volunteer

The primary duty of the painting volunteer is to paint facilities in recreation areas. All painting equipment will be provided by the Corps except a reliable vehicle for transportation to job sites. The volunteer shall provide an average of 21 hours of volunteer service per week and may serve for the entire recreation season April through October. Additional volunteer activities may be necessary to meet the hour requirements but can be arranged through the volunteer coordinator. Volunteers selected for this position are assigned a campsite in Sandpiper Recreation Area's Volunteer Campground with water, electric, and sewer hookups.

Season: April - October

Days Off: Varies depending on needs and schedule of painter

Campsite: water, electric, and sewer in Sandpiper Recreation Area

Workdays: Once trained this can be variable to the schedule of the painter as long as the painter supervisor approves. 21 hours will still need to be met or all tasks completed.

Mileage/Week: Varies. It is the volunteer's responsibility to keep track.

Mileage Reimbursements will be made at minimum once a year at the end of the volunteer season at the weekly rate listed for this position and only for time spent in performance of the duties associated with this position description.

1. Weekly duties will include prepping, painting and cleanup of facilities that are to be painted. These facilities may include, but are not limited to, interior and exteriors of picnic shelters, comfort stations, shower buildings, sheds, fee booths, decking, doors, signs/posts, and the administration buildings.
2. Weekly painting may vary depending on the weather. If weather is unfavorable to painting, other duties may be assigned.
3. Volunteers may perform other duties as available and scheduled.

Campground Booth Attendant Volunteer

The primary duty of the Campground Booth Attendant Volunteer is to staff the campground entrance station. The volunteer shall provide an average of 21-25 hours of volunteer service per week and will serve for the entire recreation season May through October. Volunteers selected for this position are assigned a campsite in the respective campground with water, electric, and sewer hookups.

Area/Mileage/Week: *Shared golf cart located at each campground.*

Specific duties include:

- a. Staff the campground entrance station during position description assigned days and other days as agreed to or scheduled with the Volunteer Coordinator.
- b. Campground Booth Attendant Volunteers shall operate a computer, monitor, printer, mouse, keyboard, and Recreation One Stop website to perform campground booth volunteer duties efficiently and effectively.
- c. Utilize Recreation One Stop website to check daily reservations, process check-ins and check-outs and manage reservations within volunteer authorities as needed and approved by campground Park
- d. Perform “rounds” during each shift to observe campsite occupancy status.
- e. Inform visitors of campground policies and procedures, rules and regulations (Title 36 Brochure). Volunteers will NOT do any enforcement.
- f. Campground Booth Attendant Volunteers will not perform any transactions for passes or reservations. Volunteers are not authorized to collect money, funds, or payment information of any kind.
- g. Assist with other duties as available and scheduled.

4 Available Positions:

Acorn Valley A and Acorn Valley B: Staff the campground entrance station an average of 25 hours per week from 9am-10am and 3pm-7pm. Scheduled days off rotate, see example schedule. **May 1st – Oct. 21st.**

Bob Shetler A and Bob Shetler B: Staff the campground entrance station an average of 25 hours per week from 9am-10am and 3pm-7pm. Scheduled days off rotate, see example schedule. **May 1st– Oct. 21st.**

Cherry Glen A,B,C: Staff the campground entrance station an average of 21 hours per week from 9am-11am and 2pm-7pm. Scheduled days off rotate, see example schedule. **April 15th – Oct. 21st.**

Prairie Flower A,B,C: Staff the campground entrance station an average of 21 hours per week from 9am-11am and 2pm-7pm. Scheduled days off rotate, see example schedule. **May 1st – Oct. 21st.**

Acorn Valley / Bob Shetler

This is an example of the possible schedule. Actual schedule may vary. It is expected that volunteers will fill in or swap shifts as able/needed to make sure the booth is covered during regular hours of operation. Work 5 days, off 5 days:

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	A	A	A	A	A	B	B
2	B	B	B	A	A	A	A
3	A	B	B	B	B	B	A
4	A	A	A	A	B	B	B
5	B	B	A	A	A	A	A
6	B	B	B	B	B	A	A
7	A	A	A	B	B	B	B
8	B	A	A	A	A	A	B
9	B	B	B	B	A	A	A
10	A	A	B	B	B	B	B
11	Repeat from beginning						

Cherry Glen / Prairie Flower

This is an example of the possible schedule. Actual schedule may vary. It is expected that volunteers will fill in or swap shifts as able/needed to make sure the booth is covered during regular hours of operation. Work 3 days, off 6 days:

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	A	A	A	B	B	B	C	
2	C	C	A	A	A	B	B	
3	B	C	C	C	A	A	A	
4	B	B	B	C	C	C	A	
5	A	A	B	B	B	C	C	
6	C	A	A	A	B	B	B	
7	C	C	C	A	A	A	B	
8	B	B	C	C	C	A	A	
9	A	B	B	B	C	C	C	
10	A	A	A	B	B	B	C	
11	C	C	Repeat from Beginning					

Reserve Campground Booth Attendant / Weekend Visitor Center Volunteer

The primary duties of the Reserve Campground Booth Attendant / Weekend Visitor Center Volunteer is to staff the campground entrance station when full time attendants cannot. As much as possible these fill ins will be planned out. In addition, 16 hours every two weeks will be served in the visitor center. The volunteer shall provide an average of 21 hours of volunteer service per week and will serve for the entire recreation season April through October. Volunteers selected for this position are assigned a campsite in the respective campground with water, electric, and sewer hookups.

Reserve Campground Booth Attendant

Specific duties include:

1. Staff the campground entrance station from 9am – 10(11) am and (2)3pm – 7pm during position description assigned days and other days as agreed to or scheduled with the Volunteer Coordinator. See Campground
2. Campground Booth Attendant Volunteers shall operate a computer, monitor, printer, mouse, keyboard, and Recreation One Stop website to perform campground booth volunteer duties efficiently and effectively.
3. Utilize Recreation One Stop website to check daily reservations, process check-ins and check-outs and manage reservations within volunteer authorities as needed and approved by campground Park
4. Perform “rounds” during each shift to observe campsite occupancy status.
5. Inform visitors of campground policies and procedures, rules and regulations (Title 36 Brochure). Volunteers will NOT do any enforcement.

6. Campground Booth Attendant Volunteers will not perform any transactions for passes or reservations. Volunteers are not authorized to collect money, funds, or payment information of any kind.
7. Assist with other duties as available and scheduled.

Acorn Valley / Bob Shelter: Staff the campground entrance station an average of 21 hours per week from 9am-10am and 3pm-7pm. May 1st– Oct. 21st.

Cherry Glen / Prairie Flower: Staff the campground entrance station an average of 21 hours per week from 9am-11am and 2pm-7pm. CG: April 15th – Oct. 21st.
PF: May 1st– Oct. 21st.

Weekend Visitor Center Volunteer

Specific duties include:

1. Answer questions and assist customers both in person, at the Visitor Center information desk, and by phone regarding directions, recreation opportunities, area amenities, and other resources.
2. Open and close the Visitor Center (instructions provided).
3. Sell merchandise in the gift shop for Saylorville Lake's cooperating association, the Iowa Academy of Science. Use of I-pad with cash register and card reader is required. Volunteers will be required to balance funds and receipts following each shift.
4. Sell USACE and America the Beautiful Interagency passes utilizing the VenMOBILE tablet unit per guidelines provided by the pass Park Ranger. Card & receipt voucher transactions only – NO cash or check accepted.
5. Maintain brochure racks, stock/inventory sales items, and complete brochure order when supplies are low.
6. Help update interpretive displays as needed.
7. General housekeeping duties: Maintain cleanliness of floors (sweeping, mopping, and vacuuming), clean restrooms, clean windows, restock toilet paper and empty trash receptacles as needed.
8. Pick up litter and debris around the visitor center grounds daily.
9. Assist park rangers with special events and educational programs.
10. Volunteers may also assist with other duties as available and scheduled.

Visitor Center Volunteer

The primary duty of a Full-time Visitor Center Volunteer is operation of the Saylorville Lake Visitor Center. There is two Full-time Visitor Center Volunteer positions. Volunteers are required to provide an average of 21 hours of service per week and may serve the entire recreation season April through October. Additional volunteer activities may be necessary to meet the hour requirements but can be arranged through the volunteer coordinator. Visitor Center hours are 11 am – 6 pm daily. Volunteers are encouraged to begin service early or continue later in the season during shortened hours in April and October. Full-time Visitor Center Volunteers who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups in the Sandpiper or Oak Grove Volunteer Campground.

Specific duties include:

1. Answer questions and assist customers both in person, at the Visitor Center information desk, and by phone regarding directions, recreation opportunities, area amenities, and other resources.
2. Open and close the Visitor Center (instructions provided).
3. Sell merchandise in the gift shop for Saylorville Lake's cooperating association, the Iowa Academy of Science. Use of I-pad with cash register and card reader is required. Volunteers will be required to balance funds and receipts following each shift.
4. Sell USACE and America the Beautiful Interagency passes utilizing the VenMOBILE tablet unit per guidelines provided by the pass Park Ranger. Card & receipt voucher transactions only – NO cash or check accepted.
5. Maintain brochure racks, stock/inventory sales items, and complete brochure order when supplies are low.
6. Help update interpretive displays as needed.

7. General housekeeping duties: Maintain cleanliness of floors (sweeping, mopping, and vacuuming), clean restrooms, clean windows, restock toilet paper and empty trash receptacles as needed.
8. Pick up litter and debris around the visitor center grounds daily.
9. Assist park rangers with special events and educational programs.
10. Volunteers may also assist with other duties as available and scheduled.

Visitor Center Volunteer - Working an average of 21 hours of service per week. Hours will vary on needs of scheduling by year.

Weekend Visitor Center Volunteer - Working every Saturday (12am – 5pm or 11am – 6pm depending on schedule). Remaining hours per week may be asked to be a reserve fee attendant.

Part Time Visitor Center Volunteer – Work as needed to fill shifts at the Visitor Center.

Administration Assistant Volunteer

The primary duty of a Full-time Administration Assistant Volunteer is to staff the front desk of the Saylorville Lake Administration Office. Volunteers are required to provide an average of 21 hours of service per week and may serve the entire recreation season April through October. Additional volunteer activities may be necessary to meet the hour requirements but can be arranged through the volunteer coordinator (*see Additional Volunteer Opportunities*). Full-time Administration Assistant Volunteers who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups in the Sandpiper or Oak Grove Volunteer Campground.

Specific duties include:

1. Answer questions and assist customers both in person, at the Administration Office information desk, and by phone regarding directions, recreation opportunities, area amenities, and other resources.
2. Sell USACE and America the Beautiful Interagency passes utilizing the VenMOBILE tablet unit per guidelines provided by the pass Park Ranger. Card & receipt voucher transactions only – NO cash or check accepted.
3. Maintain brochure racks, stock/inventory sales items, and complete brochure order when supplies are low.
4. Assist Saylorville Lake Staff with office work.
5. Volunteers may also assist with other duties as available and scheduled.

Administration Assistant Volunteer – During Recreation season may work up to 3 days. Typically, Monday, Wednesday, Friday Day shifts (10am to 4pm). Exact days and shifts will be coordinated from office staff supervisor or volunteer coordinator and are dependent on needs of the project. Administration Assistant Volunteer position may fill in as an emergency Visitor Center Volunteer.

Communications Specialist Volunteer

The primary duty of the Communications Specialist Volunteer is to assist Interpretive Service and Outreach Program personnel with providing photos, videos, newsletter & other communications support to enhance Saylorville's online presence and public communications. Workdays will vary by week and ranger availability. Generally, volunteers will work 3-5 days per week and average 21 hours of service per week. Volunteer will be involved in scheduling, developing, producing, and editing programs. Additionally, the volunteer should be computer literate and able to assist with written publications. Volunteers who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups in Sandpiper Volunteer Campground.

Specific duties include:

- a. Take photos of visitors at Saylorville Lake Recreation Areas.
- b. Volunteer will be responsible for getting visitors' permission to take the photos in the event they are used for social media, brochures, and/or other publications. A formal photo release form will be provided.
- c. Video/photograph interpretive programs on topics including but not limited to Saylorville Lake, water safety, geology, mammals, and nature hikes.
 1. Schedule & help script interpretive programs with rangers & volunteers to be videoed for online sharing.
- d. Assist with planning and preparations for public events. Take photos of visitors and staff at these events.
- e. Create an internal bi-monthly update to inform staff, volunteers & contractors of Lake happenings and area events.
- f. Capture photos & videos to accompany a new "Saylorville Lake Go Wild" Lake introduction video.
 1. Create script for the video

2. Collaborate with Rock Island District Corporate Communications Office for assistance & requirements for this production.
- g. Volunteer may perform other duties as available and scheduled.

Camera SD cards and removable storage devices will be provided by the government. A government issued camera is available for use though it is recommended the volunteer provides their own. The government will not provide a computer for editing or production of the material.

Interpretive Program Volunteer

The primary duty of the Interpretive Program Volunteers is to assist Interpretive Service and Outreach Program personnel with providing educational opportunities for school-aged children and special events for the public. Work days will vary by week and program schedule. Generally, volunteers will work 3-5 days per week and average 21 hours of service per week. Volunteer will be involved in scheduling, developing, and giving programs. Additionally, the volunteer should be computer literate and able to assist with written publications. Volunteers who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups in Sandpiper Volunteer Campground.

Specific duties include:

- a. Schedule interpretive programs with teachers, childcare providers, scout leaders, etc. via phone.
- b. Present interpretive programs on topics including but not limited to Saylorville Lake, water safety, geology, mammals, and nature hikes. Training and sample outlines will be provided.
- c. Create flyers, news releases, and internal Weekly Update to advertise for upcoming events and programs.
- d. Rove beaches and boat ramps sharing water safety reminders, facts and handouts.
- e. Assist with staffing the Visitor Center and operation of a gift shop.
- f. Assist with planning and preparations for public events. Assist with setup and implementation on event day, typically 1-2 Saturdays or Sundays per month.
- g. Maintain bulletin boards as needed

1-3 Positions:

1. Full-time Interpretive Program Volunteer. April – October. Full-time volunteer will develop and write weekly update for distribution. Assist with JR Ranger Camp and interpretive programs as assigned. Rove beaches and boat ramps sharing water safety reminders, facts and handouts. Staff Visitor Center if needed. Full-hookup campsite provided in Sandpiper Campground.

2. Part-time Visitor Center/Interpretive Volunteer Position. April - Oct. Part-time position will spend the majority of the time staffing Visitor Center and assisting with interpretive programming. Full-hookup campsite provided.

3. Part-time Bulletin Board Volunteer Position. April - Oct. Part-time position will spend the majority of time maintaining bulletin boards around the lake as needed. Full-hookup campsite provided.

Photographer/Water Safety Volunteer

The primary duty of the Photographer/Water Safety Volunteer is to assist Interpretive Service and Outreach Program personnel by taking professional grade photos within Saylorville Lake's Recreation Areas, assisting with interpretive events and water safety promotion. Topics of photos shall be members of the public recreating at Saylorville Lake events and facilities (interpretive programs, beaches, picnic shelters, boat ramps, campgrounds, trails, etc.). Work days will vary by week, events schedule, and weather. Generally, volunteers will work 3-5 days per week and average 21 hours of service per week. Additionally, the volunteer should be computer literate and able to organize and rename photos on removable media devices. Volunteers who wish to receive camping in return for volunteer services will be assigned a campsite with water, electric and sewer hookups in Sandpiper Volunteer Campground.

Specific duties include:

- a. Take photos of visitors at Saylorville Lake Recreation Areas.
- b. Volunteer will be responsible for getting visitors' permission to take the photos in the event they are used for social media, brochures, and/or other publications. A formal photo release form will be provided.
- c. Assist with planning and preparations for public events. Take photos of visitors and staff at these events.
- d. Rove beaches and boat ramps sharing water safety reminders, facts and handouts.
- e. Photos shall be saved on a removable media device (DVD, Flash Drive, etc.) and organized by location and/or event.
- f. Conduct evening walking tours of the campground; focus on greeting and providing information to new arrivals.

Camera SD cards and removable storage devices will be provided by the government. A government issued camera is available for use though it is recommended the volunteer provides their own.

Additional Opportunities:

These positions are NOT full-time, therefore do not receive a full-hookup campsite. Camping vouchers may be available upon request.

Bluebird Nest Box Monitor

The primary duty of Bluebird Nest Box Monitors is to monitor 6-12 bluebird boxes as assigned around Saylorville Lake. The boxes should be checked at a minimum of once a week April-August. Volunteers keep a log of the activity at each box, these records and volunteer hours should be turned in to the Bluebird Volunteer Coordinator each month. Volunteers are responsible for all transportation and transportation costs associated with their position. This includes having access to a reliable licensed vehicle, fuel, valid vehicle insurance, and a valid driver's license.

Butterfly Gardening

The primary duty of the Butterfly Garden Volunteers is to care for and maintain an assigned flowerbed in the Saylorville Lake Butterfly Garden. Gardeners help plan, plant and maintain their respective flowerbed. This position requires a few hours of volunteer service each week during the growing season. Plants and some equipment are provided by the Corps of Engineers.

Educational Programs

The primary duty of Educational Program Volunteers is to assist with interpretive programs and events. Volunteers perform programs or provide assistance to ranger staff doing school and public programs throughout the year.

Litter Pick Up/Shoreline Beautification

The primary duty of Litter Pick Up/Shoreline Beautification is to help keep our recreation areas and shoreline free of litter. Volunteers will be provided gloves and trash bags to assist in removing refuse from project lands. Small and large groups welcome.

Special Events

The primary duty of Special Events volunteers is to provide assistance to Park Rangers with scheduled events. Volunteer activities vary but may include parking cars, staffing information booths, and selling merchandise for the Iowa Academy of Science.