

Volunteer Application For Sacramento National Wildlife Refuge Complex

Name:	Birth Date: (optional)	Telephone #
Mailing Address:	Email Address:	If you are planning on coming as a couple, please submit an application for each person

****The Sacramento NWR is located approximately 1.5 hours from the city of Sacramento. Please look up on a map before submitting your application.***

The Complex has several potential tasks that are available for volunteers. Staff work hard to put the right people with the right jobs. Help us know your interests by checking the volunteer tasks you are interested in. () This in no way implies that you will only be assigned to those duties.

<p>1. <input type="checkbox"/> Field Maintenance Volunteer - Please check your primary areas of interest:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilities Maintenance - assists the maintenance staff in maintaining the grounds around the buildings, parking lots, trails, etc. Tasks include weed eating, painting, grounds keeping, and other small construction and labor tasks. (year round, usually 1 day/week) <input type="checkbox"/> Automotive/Heavy Equipment Mechanics Assistant - assists the automotive mechanic in servicing and maintaining the Complex's vehicles and heavy equipment. (limited) <input type="checkbox"/> Mowing, spraying, discing and maintaining wetland habitat. (Note: this requires special training) (April - October)
<p>2. <input type="checkbox"/> Biology Assistant Volunteer - (very limited positions) assist refuge biologists with wildlife and habitat surveys, research and habitat maintenance projects, entering wildlife information into databases, and assist with monitoring disease outbreaks and drought conditions.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist in monitoring plant species of the Central Valley (special knowledge/background needed) <input type="checkbox"/> <u>Team Wood Duck Boxes:</u> Monitor wood duck boxes approximately every 2-4 weeks between March - August. Must be able to climb a small ladder, work in heat, and commit to 3 months. <input type="checkbox"/> <u>Team Monarch:</u> Monitor monarch butterflies through visiting milkweed patches on various refuges, counting caterpillars, tagging adults, monitoring for disease (O.e.), collect and sort seed (varying tasks between April - October)

3. **Visitor Services Volunteer/Naturalist:** The Complex receives over 200,000 visitors a year. Our visitor services program provides information, orientation, programs, signs, and opportunities for everyone to enjoy the wildlife of the Complex. Assist the visitor services staff in providing opportunities for visitors to visit and understand the mission/goals of the Complex and USFWS.
- Staff the visitor center reception desk, answer visitor questions, provide orientation to areas to view wildlife, and answer phone calls (year round)
 - Roving naturalist providing interpretation for visitors on auto tours and observation platform (Oct-March)
 - Present environmental education programs on and off-site for students (Oct-March)
 - Assist with special events including going to festivals and fairs (year round)
 - Perform office duties including typing, word processing, mailings, filing, and answering phones (year round)
 - Drive to various River Units and monitor kiosks, brochure racks, and trail usage
 - Clean interior/exterior, refuel, check oil, tires, etc of public use vehicles
 - Develop and/or present interpretive programs for adults, families, or kids
 - Maintain bird feeders (seed and nectar)
 - Team Native Plants: Landscape work and/or upkeep wildflower garden (weeding, watering, planting, etc.); seed collection and growing new plants
 - Hunt Program: Maintain hunt areas including cleaning/installing signs, guide stakes, wading out to blinds/islands, etc. (August - February)
 - Headquarters Facilities Handy "man": Light cleaning and maintenance of the visitor center, kiosks, gardens, platforms and trails including using weed trimmer, blower, etc. (year round)
 - Bookstore Volunteer: run the cash register, restocking, and organizing supplies for Altacal Audubon bookstore (your information will be shared with them for volunteering) (year round)
 - Photographer: visit public refuge areas and photograph wildlife, habitat, and visitors (with permission); must use personal equipment (year round)
 - Interpretive Writing Assistant: write text for brochures, flyers, guides, interpretive signs and other publications; research information for accurate descriptions (year round)
 - Social Media Assistant: assist staff in posting and monitoring comments on Facebook and Instagram accounts (year round)

4. Do you have a unique skill or interest not listed above that you would like to offer?

5. Do you need volunteer hours or community service for school credit or hours?

High School College Explain: _____

6. Please write a brief statement regarding your experience, education, skills, talents, and/or the reasons for your interest in each of the volunteer positions that you checked above.

7. Anything else that you would like to share such as past work history, hobbies, interests, and/or education that could relate to volunteering at the Complex?

8. If you have computer skills, please describe skill level with various programs you are familiar with: (if relevant for volunteer activities)

9. Would you prefer to work:

- Indoors Outdoors Both
 Independently On a team Both

10. Do you have a valid driver's license? Yes No State: _____

11. Please specify any physical limitations that may influence your volunteer work activities:

12. Specify your lodging requirements:

- I do not need assistance with housing
- I will need housing at the bunkhouse (no pets permitted)
- I will require a trailer pad for my recreational vehicle (please complete #12)

Pets in household: _____

(Please note that pets are not allowed in the bunkhouse. All pets with RV volunteers must be leashed/penned and supervised when outdoors.)

13. Our RV sites are level, graveled and share a covered cement pad picnic area. Sites are assigned on a first-come basis and/or size requirements. Sewage is not available but may be pumped out weekly. There are spaces available at Sacramento NWR and Colusa NWR. The following information will help us assign a location.

I/We own a: Motor home Travel Trailer 5th Wheel Other

Length _____ ft Amps Required _____ Slide Out(s) Yes No # _____

Towed or tow vehicle (car, truck, van, etc): _____

Other equipment (trailer, boat, pet, etc): _____

Would there be any additional people living here? _____

Special requirements: _____

14. Dates that you are available: from _____ to _____

During this time frame, list any dates you expect to be unavailable (holidays, family obligations, etc): _____

15. Which days of the week are you available? Please note that this does not automatically give you these days. Refuge staff will discuss the days with you prior to your start. Weekends are only available Nov-Feb since staff need to be on duty.

(check) Sun Mon Tue Wed Thu Fri Sat

16. Please list two professional references:

Name and Title:	Address:	Phone:	Email:

Notice to Volunteer

Volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. No financial compensation will be provided. Volunteer service is not creditable for leave accrual or any other benefits. However, volunteer service is creditable work experience.

Privacy Act Statement

The following information is provided to comply with the Privacy Act (PL 93-579). 5 U.S.C. 301 and 7 CFR260 authorize acceptance of the information requested on this form. The data will be used to contact applicants and to interview, screen, and select them for volunteer assignments.

Signature (sign in ink or digitally): _____

Date: _____

Please return all the pages to:

Sacramento National Wildlife Refuge Complex
Attn: Volunteer Coordinator
752 County Road 99W
Willows, CA 95988

Office (530) 934-2801
Fax (530) 934-7814
Website: <http://www.fws.gov/refuge/Sacramento>
email: sacramentovalleyrefuges@fws.gov