

# 2020 RV Volunteer Information

## LONG ISLAND NATIONAL WILDLIFE REFUGE COMPLEX

### Wertheim National Wildlife Refuge



**LONG ISLAND REFUGE COMPLEX**  
340 Smith Road  
Shirley, NY 11967  
(631) 286-0485



## TABLE OF CONTENTS

I. WELCOME .....	3
II. OVERVIEW OF U.S FISH AND WILDLIFE SERVICE AND STATION .....	4
U.S Fish and Wildlife Service History .....	4
The National Wildlife Refuge System .....	4
Organizational Pyramid .....	6
Long Island Refuge Complex .....	7
Long Island Refuge Complex Headquarters .....	9
Friends of Wertheim Refuge, Inc. ....	14
Related Web Sites .....	15
III. LONG ISLAND REFUGE COMPLEX STAFF .....	16
Long Island Refuge Complex Staffing Chart .....	16
Staff Photos .....	16
Phone List .....	16
Additional Phone Numbers .....	20
Directions to Refuges Open to Public .....	21
IV. VOLUNTEER ORIENTATION .....	22
FWS Policy and Procedures for Volunteers ( <i>#150 FW 1</i> ) .....	22
Expectations from this Partnership .....	24
Code of Responsibility for Volunteers .....	26
V. GENERAL INFORMATION .....	27
Reasons for Immediate Termination .....	27
Smoking .....	27
Schedule .....	27
Professional Conduct .....	27
Uniforms .....	28
Phone .....	28
Keys .....	28
Gate .....	28
Computers and Internet .....	28
Government Vehicles and Trailers .....	28
Cell Phones and Texting .....	28
VI. TIME SHEETS .....	29
VII. RV VOLUNTEERS .....	31
General Information .....	31
The Wertheim RV Spot .....	34
RV Volunteer Basics .....	39
Local Attractions .....	42
VIII. APPENDICES .....	43
What to Do with a Baby Bird/Squirrel/Rabbit .....	43
Sample Schedule for a Week .....	46
Emergency Phone Numbers .....	47

# *I. Welcome RV Volunteers!*

Welcome to our refuge complex, a wildlife oasis amongst Long Island's urban settings. I am so glad that you have chosen to help us protect and enhance this beauty.

I understand that as volunteers you have chosen to spend your time, energy, and valuable experience here. I understand, too, that you have a myriad of other choices available. That is why I want to work with you to make sure your effort is well spent, your time wisely used, and your input listened to. Please help me make sure I am getting the right message from you, and please, please feel free to let me know what you need.

We have regular meetings and time for feedback. Our station, along with almost all refuges, is reliant on the help from dedicated volunteers such as you. I wholeheartedly understand and value this commitment. Be assured that I feel the same commitment toward you and the effort you put forth. Let's hope we can have a productive, safe and fun time working together.

My door is always open. If you have a question, ideas, and concerns or just want to talk – please stop by.

Sincerely,

Michelle Potter  
Refuge Manager

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Thank you for your interest and enthusiasm in volunteering for our Long Island refuges. I've enjoyed getting to know you over the past few months, and I look forward to working with you over the months to come. Here on Long Island, our refuges welcome tens of thousands of visitors annually from all over the world. Your efforts here are invaluable and will go a long way in helping us keep our facilities welcoming and trails open and safe to the public. We simply couldn't do it without you!

As the Visitor Services Manager for our Long Island refuges, I am always looking for innovative and effective ways of serving our visiting public. If you have any ideas or suggestions on how we can improve our program for the public or for the RV Volunteers, please don't hesitate to let me know. The programs and facilities we enjoy today are a direct result of the contributions of numerous volunteers who came before us, and we carry their legacy proudly. Thank you for helping us continue that legacy here on Long Island for the benefit of both current refuge visitors and for future generations yet to come.

Kind Regards,

Ann Marie Chapman  
Visitor Services Manager

## *II. Overview of U.S Fish and Wildlife Service and Long Island National Wildlife Refuge Complex*

### **U.S FISH AND WILDLIFE SERVICE HISTORY**

The mission of the U.S. Fish and Wildlife Service is:

*Working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people." We are the only agency of the U.S. Government with that primary mission.*

A 1940 reorganization plan in the Department of the Interior consolidated the Bureau of Fisheries and the Bureau of Biological Survey into one agency to be known as the Fish and Wildlife Service. The Bureau of Sport Fisheries and Wildlife was created as a part of the U.S. Fish and Wildlife Service in the Department of the Interior by the Fish and Wildlife Act of 1956. That act was amended on July 1, 1974 to, among other purposes, abolish the position of Commissioner of Fish and Wildlife and designate the Bureau as the U.S. Fish and Wildlife Service.

Objectives:

- Assist in the development and application of an environmental stewardship ethic for our society, based on ecological principles, scientific knowledge of fish and wildlife and a sense of moral responsibility.
- Guide the conservation, development, and management of the Nation's fish and wildlife resources.
- Administer a national program to provide the public opportunities to understand, appreciate, and wisely use fish and wildlife resources.

**Functions:** Here are a few of the ways we try to meet our mission: enforce Federal wildlife laws, protect endangered species, manage migratory birds, restore nationally significant fisheries, conserve and restore wildlife habitat such as wetlands, help foreign governments with their international conservation efforts and through our Federal Aid program, distribute hundreds of millions of dollars in excise taxes on fishing and hunting equipment to State fish and wildlife agencies.

### **THE NATIONAL WILDLIFE REFUGE SYSTEM**

The National Wildlife Refuge System (NWRS) is a branch of the U.S. Fish and Wildlife Service. From one-ton bison to half-ounce warblers, the National Wildlife Refuge System contains a priceless gift – the heritage of a wild America that was, and is. The mission of the Refuge System is to manage a national network of lands and waters for the conservation, management, and where appropriate, restoration of fish, wildlife and plant resources and their habitat.

The Refuge System maintains the biological integrity, diversity and environmental health of these natural resources for the benefit of present and future generations of Americans. Caring for fish, wildlife and plant populations and their habitat is the essence of the science of wildlife management as well as the newer disciplines of conservation biology and ecosystem management.

In addition to its premier task of conserving wildlife, the Refuge System also manages six wildlife-dependent recreational uses:

- Fishing
- Nature Observation
- Hunting
- Nature Photography
- Environmental Education
- Interpretation

Nearly 40 million people visit national wildlife refuges each year. Their spending generates almost \$1.7 billion in sales for regional economies. As this spending flowed through the economy, nearly 27,000 people were employed and \$542.8 million in employment income was generated.

Visitors and local communities recognize refuges as national treasures:

- Wildlife refuges are home to more than 700 species of birds, 220 species of mammals, 250 reptile and amphibian species and more than 200 species of fish.
- Fifty-nine refuges have been established with a primary purpose of conserving threatened or endangered species.
- 280 of the 1,200-plus federally-listed threatened or endangered species in the U.S. are found on units of the Refuge System.
- There are 677,000 acres of wetlands and grasslands known as Waterfowl Production Areas (WPA) primarily in the prairie potholes of the Dakotas, Minnesota and Montana.
- Protected wilderness makes up 20 percent of the refuge lands. Most of the wilderness acreage is in Alaska. Refuges also include wild and scenic rivers and marine protected areas.
- Hunters get a warm welcome at more than 300 hunting programs on refuges and on about 36,000 Waterfowl Production Areas.
- Opportunities for fresh or saltwater fishing are available at more than 270 refuges.
- There is at least one wildlife refuge in every state and one within an hour's drive of most major cities – offering people a welcoming, safe and accessible place to nourish their spirits and reconnect with the land.

## UNDERSTANDING THE ORGANIZATIONAL PYRAMID

### National Leadership

David Berhardt, Interior Secretary  
Department of the Interior

Margaret Everson, Principal Deputy Director  
U.S. Fish and Wildlife Service

Cynthia Martinez, Chief  
National Wildlife Refuge System



### Northeast Region Leadership

Wendi Weber, Regional Director  
U.S. Fish and Wildlife Service

Scott Kahan, Regional Chief  
National Wildlife Refuge System

Sharon Marino, Deputy Chief  
National Wildlife Refuge System

Anne Sittauer, Refuge Supervisor  
National Wildlife Refuge System

Michelle Potter, Project Leader  
Long Island National Wildlife Refuges

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## LONG ISLAND NATIONAL WILDLIFE REFUGE COMPLEX

The headquarters for the Long Island Refuge Complex is located in Shirley, New York, on-site of the Wertheim National Wildlife Refuge. Ten refuge units are managed and operate from this headquarters.



**Amagansett National Wildlife Refuge** - Amagansett National Wildlife Refuge graces the shore of the Atlantic Ocean on Long Island's south fork in the town of East Hampton. This 36-acre former lifeboat station was acquired in 1968. The protection and management of fragile shore habitat and wildlife give Amagansett special significance. This beach section of the refuge is opened to the public.

**Conscience Point National Wildlife Refuge** - Conscience Point National Wildlife Refuge can be found on the south fork of Long Island in the town of Southampton. This 60-acre refuge was acquired in 1964 by donation from a private individual. The maintenance of a maritime grassland community, a habitat of regional significance, distinguishes this refuge. This refuge is NOT open to the public.

**Elizabeth A. Morton National Wildlife Refuge** - Elizabeth A. Morton National Wildlife Refuge, 187 acres on the north shore of Long Island's south fork in the town of Southampton, came as a gift from Elizabeth A. Morton in 1954. The refuge is located near Sag Harbor, and includes a peninsula one and a half miles long, locally known as Jessup's Neck, which separates Little Peconic Bay from Noyack Bay. The north-south axis of the peninsula between Long Island's two forks makes the refuge an important migration corridor for state- and federal-listed threatened or endangered species, like piping plovers and least terns. This refuge is open to the public. There is a \$4.00 parking fee.

**Gardiners Point Island National Wildlife Refuge** – Gardiners Point Island is located approximately two miles north of the main Gardiners Island land mass. It is approximately two (2) acres in size. In 1924, Gardiners Point Island was conveyed to the State of New York, but later reverted to the U.S. Government (U.S. Army) in 1936. Historical records indicate that the area around the fort was used as a bombing target in the early 1940s and declared a bombing range in 1949. The refuge supports nesting common terns and American oystercatchers. It provides important habitat for other shorebirds and efforts are underway to encourage federally endangered roseate tern nesting at this location. This refuge is NOT open to the public.

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**Lido Beach Wildlife Management Area** - Lido Beach Wildlife Management Area, a former Nike missile site, was obtained in 1969. The property totals 22 acres in Nassau County on the bay side of Hempstead's Lido Beach. The tidal wetlands of the refuge support wintering populations of black duck and Atlantic Brant, and provide important breeding, migrating, and wintering habitat for other waterfowl, colonial nesting wading birds, raptors, and shorebirds. This refuge is NOT open to the public.

**Oyster Bay National Wildlife Refuge** - Oyster Bay National Wildlife Refuge was donated to the Service by the Town of Oyster Bay in 1968 as a habitat for migratory birds, particularly wintering waterfowl. The refuge, totaling 3,204 acres from the bay bottom up to mean high water, is located on the north shore of Long Island. Oyster Bay refuge is unique in the System, serving as a marine refuge rather than the more traditional terrestrial refuge; it comprises the waters and marshes of Oyster Bay and Cold Spring harbors. This refuge is open to the public.

**Sayville National Wildlife Refuge** – Sayville is a 127-acre disjunct sub-unit of Wertheim refuge. The unit is located in West Sayville, about two miles inland from the Great South Bay. This is the only land-locked unit in the Complex. The Sayville site protects some of the last remaining grasslands unique to the area. The grasslands provide habitat for a variety of uncommon animals and plants, including the federally endangered sandplain gerardia. This refuge is NOT opened to the public.

**Seatuck National Wildlife Refuge** – Seatuck National Wildlife Refuge was acquired in 1968 as a donation from the Peters family. The refuge, located in Islip on the south shore of Long Island, consists of 209 acres bordering the Great South Bay, and is separated from the Atlantic Ocean by Fire Island. With its diverse mix of upland and wetland habitat types, Seatuck hosts more than 200 bird species, and serves as an oasis in a heavily developed urban area. This refuge is NOT open to the public.

**Target Rock National Wildlife Refuge** - Target Rock National Wildlife Refuge was acquired in 1967 as a donation from the Eberstadt family, who maintained the land as a garden estate. The 80-acre refuge is located on the north shore of Long Island in the Village of Lloyd Harbor, 25 miles east of New York City. Target Rock refuge consists of mature oak-hickory forest, a half-mile of rocky beach, a brackish pond and several vernal ponds. This refuge is open to the public and is an extremely popular shore fishing location. There is a \$4.00 parking fee.

**Wertheim National Wildlife Refuge** - Wertheim National Wildlife Refuge, the headquarters of the Complex, comprises 2,572 acres on the south shore of Long Island in Shirley. This refuge was acquired in 1947 as a donation from Cecile and Maurice Wertheim, who maintained the area as a private waterfowl hunting reserve. This refuge supports the largest contiguous wetland on Long Island and the Carmans River, a State designated Scenic River.

Wertheim is open to the public every day from sunrise to sunset, no fee is charged. The Visitor Center, housed here, is open from 9- 4, every day except Sundays and (most) holidays.

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## LONG ISLAND REFUGE COMPLEX HEADQUARTERS AND VISITOR CENTER



Built in 2012, the 13,000-square-foot center is located within ninety minutes' drive of New York City, and serves as a hub for visitors and researchers to the ten national wildlife refuges on Long Island. Design and construction of the “green” building was funded with nearly \$9.8 million under the American Recovery and Reinvestment Act. The facility serves the public from the greater NYC metropolitan area, visitors to the Long Island area as well as members of our local community.

The center was built to meet the Gold-level certification criteria of the U.S. Green Building Council's Leadership in Energy and Environmental Design, or LEED. It has a number of “green” features, including:

- Water efficient features that will save about 26,000 gallons of water a year;
- A geothermal system that reduces the use of fossil fuels for heating in the winter and cooling in the summer. This energy savings would be enough to heat three medium sized houses and cool one house for a year;
- Flooring made from recycled rubber from old tires and carpeting made of recycled materials;
- Wood trim from plantation-grown trees, helping to preserve wild forests;
- A solar photovoltaic system on the roof that will reduce the building's power consumption.

Offices for administration, biologists, facilities management are located on the first and second floors. The second floor, accessible by both stairs and elevator, also includes a small library room also called the GIS room. Main floor common rooms include the work center/mail room, lunch room and a large conference room with conference call capabilities. Additionally the Long Island Field Office Staff – Ecological Services maintains offices here. The Ecological Services branch of the U.S. Fish and Wildlife Service is responsible for the conservation and restoration of fish and wildlife habitat, especially wetland habitat. Field office biologists investigate the effects of contaminants and the measures and costs of contaminant clean-up, help recover threatened and endangered species, review proposals for wetland alterations from construction, and recommend measures to enhance fish and wildlife resources in

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conjunction with the licensing of power facilities and other Federal projects such as shoreline protection, storm flooding, etc. Their work with private individuals, organizations, and other State and Federal agencies protects and enhances fish and wildlife habitat on private, State, and Federal lands. The Office also provides public information about the value and benefits derived from the conservation and restoration of fish, wildlife, plants, and their habitats.

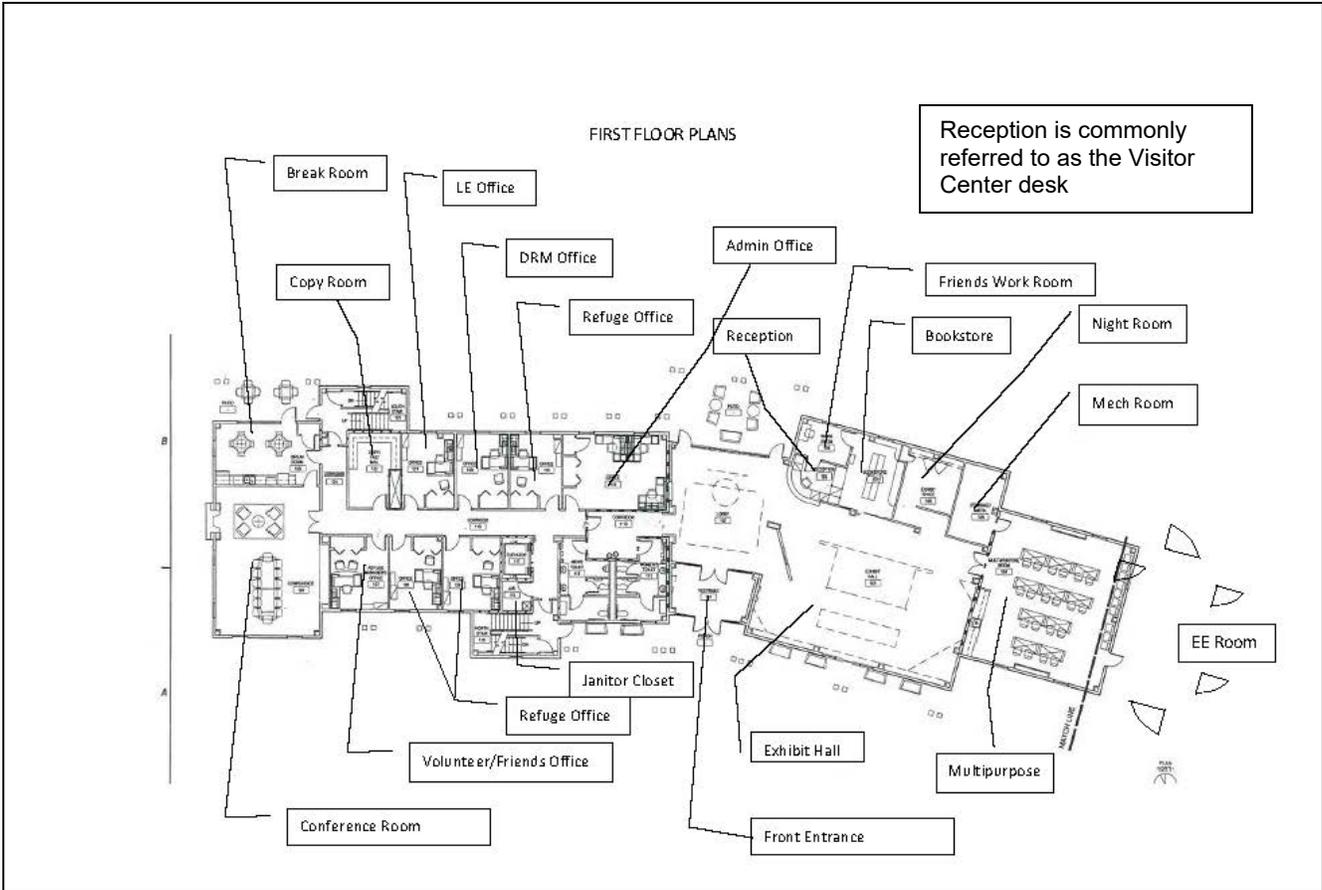
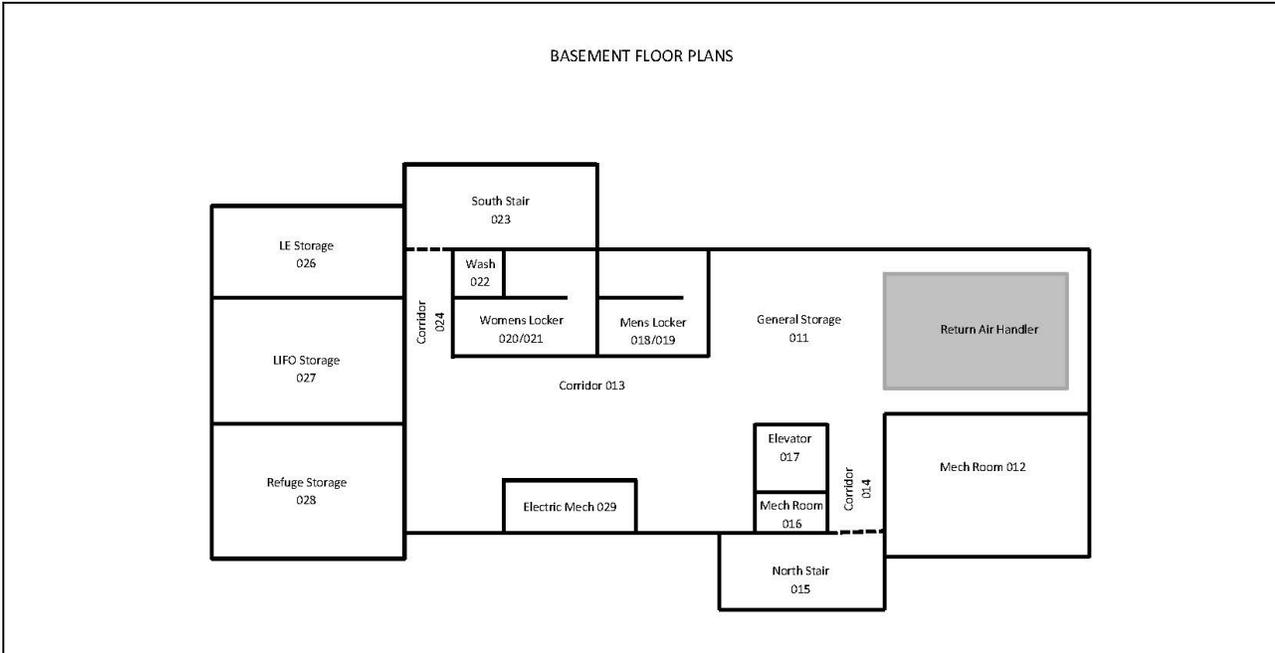
A full basement houses mechanical rooms, storage, men's and women's locker rooms, a washer/dryer and wet room. The basement is accessible by stairs and an elevator.

The headquarters building also includes an environmental classroom with a wet lab, as well as a multi-purpose room. These rooms are used for Refuge sponsored classes as well as by the community for a variety of workshops, day camps and events.

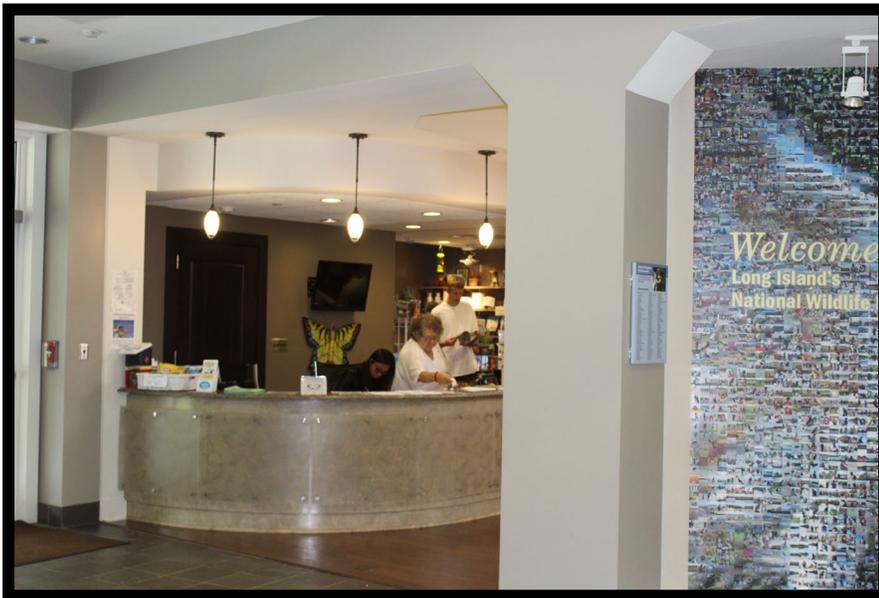
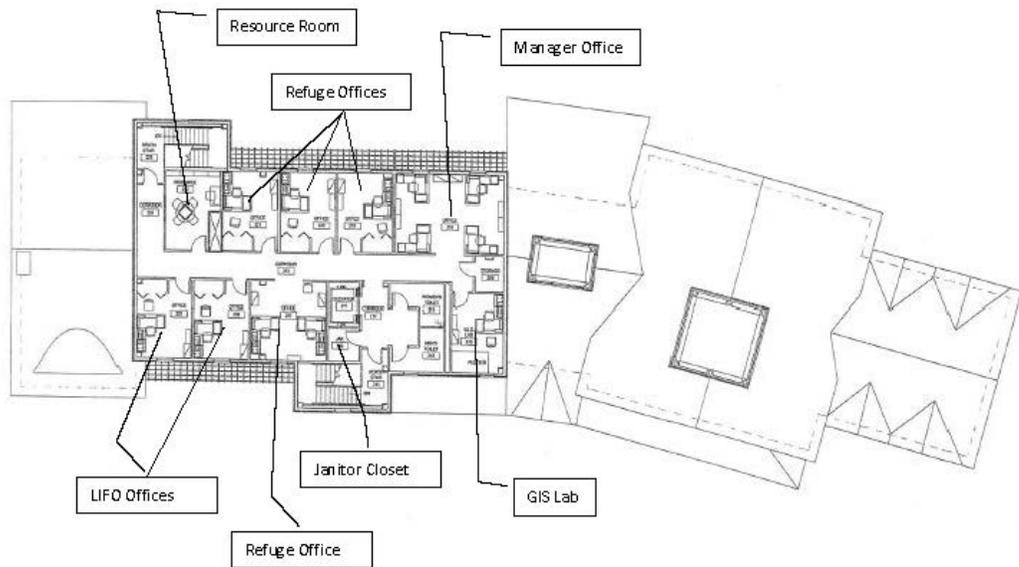


*Visitor Center Exhibit Hall*

Long Island Refuge Complex Headquarters and Visitor Center Building Floor Plans



SECOND FLOOR PLANS



The Visitor Center portion of the building features a welcome desk, interactive exhibits, restrooms and a Nature Store run by the non-profit Friends of Wertheim, Inc. The Visitor Center is open from 9 - 4, every day, except Sundays and (most) holidays.

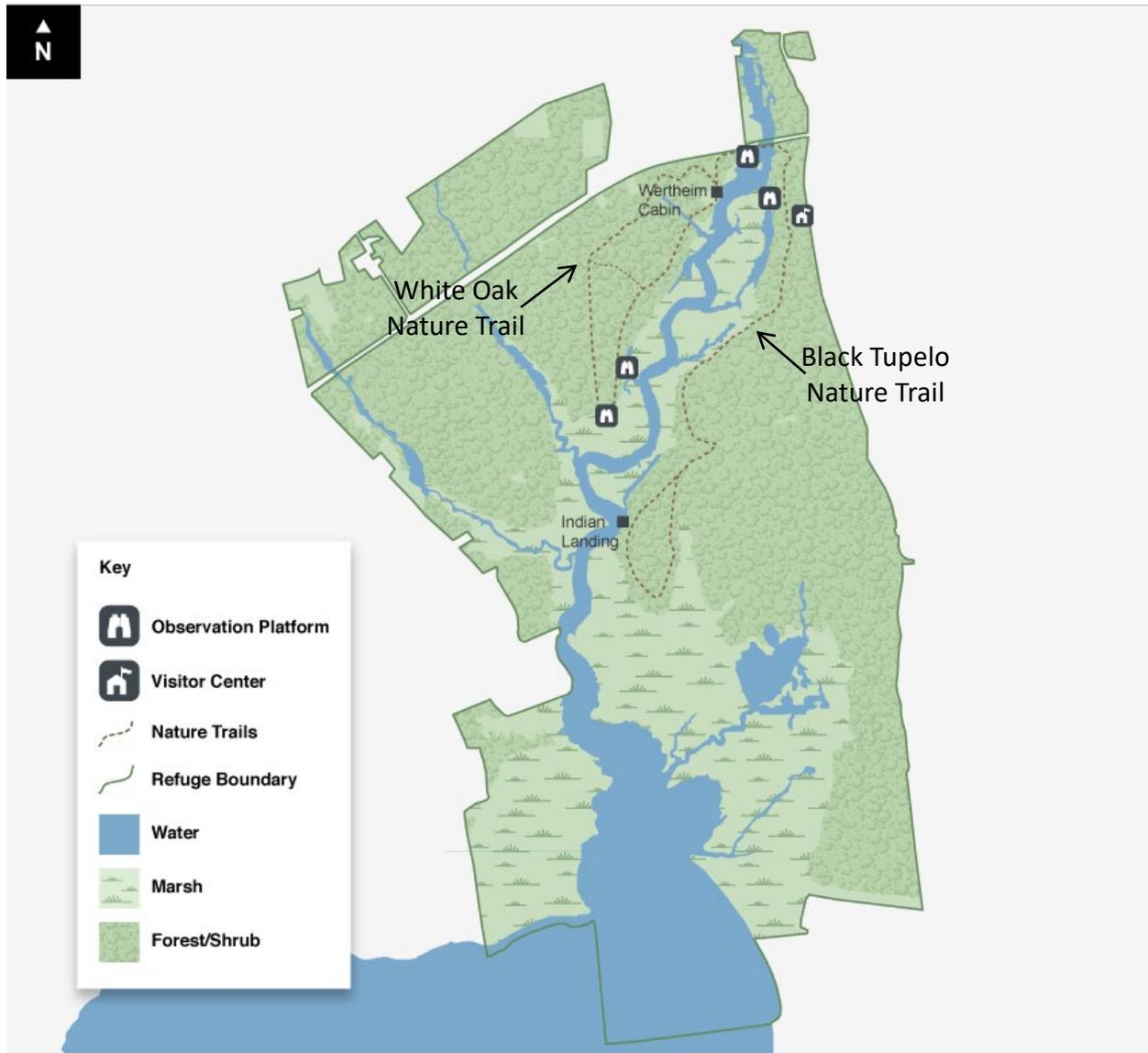
A very popular feature of the building is the viewing porch which overlooks a half-dozen bird feeders. Many visitors enjoy sitting on the porch observing and/or photographing the wide variety of birds. The porch is accessible even when the building is closed.

*Visitor Center Desk and Entryway*

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## Wertheim Refuge Trails

Over six miles of trails originate at the building, as well as five viewing platforms and sites along the Carmans River, comprise the refuge's trail system. The two trails are the White Oak Trail and the Black Tupelo Trail. The White Oak Trail is reached by a half-mile connector road which crosses the Carmans River via a small bridge then follows the shore and forests to the west of the river. Traveling to the east of the river, The Black Tupelo Trail is named for that species of tree found along the river's edge. The regular loop ends at Indian Landing, where canoes/kayaks can also come ashore.





## **FRIENDS OF WERTHEIM REFUGE, INC.**

Friends of Wertheim, Inc. (FOW), is a private, nonprofit organization dedicated to the enduring protection, management and appreciation of Wertheim National Wildlife Refuge and its environs. Wertheim NWR is one of the ten national refuges in the Long Island National Wildlife Refuge Complex. Wertheim is the headquarters for the entire complex.

As part of their mission, Friends of Wertheim supports the primary purposes of the Wertheim Refuge: for use as an inviolate sanctuary for migratory birds, for the protection and enhancement of natural resources and for the conservation of endangered and/or threatened species.

Also part of the Friends' mission is to support wildlife-dependent recreational and educational activities that enhance and further the primary purpose of the Wertheim Refuge. Another, equally important part of the mission is to foster cooperative and mutually productive relationships between the Refuge and adjacent communities.

As of 2011, FOW is responsible for the running of the Nature Store at the Long Island National Refuge Complex Visitor Center in Shirley, NY. Monday through Saturday the Welcome Desk/Nature Store is manned by two volunteers in the morning and two other volunteers in the afternoon. Sometimes the RV Volunteer's will staff the Welcome Desk.

The Friends are an important asset for the Refuge. Many of the members of the Friends have volunteered on the Refuge for many years and are quite passionate. These knowledgeable volunteers can serve as a valuable resource for our RV Volunteers.

**Friends Staffing Chart** as of September 2016 (elections are held in Nov for open positions)

<b>Name</b>	<b>Position</b>	<b>Email</b>
June Champion	President	June1012@optonline.net
Jon Pokorny	Vice President	johnpokorny@aol.com
Pete Macchia	Treasurer	mrmacchia@gmail.com
Joann Zurlo	Secretary	jovinz@optimum.net
Ernie Lewis	Board Member	ernielewis@optonline.net
Kahille Dorsinvil	Board Member	Dorsinvil@bnl.gov
Gail Quigg	Board Member	gailquigg@aol.com
Linda Wilke	Board Member	wilke.linda@gmail.com
Anthony Graziano	Board Member	agrazianophoto@optonline.net
Karman	Board Member	annelies.kamran@gmail.com
Michelle Pleim	Newsletter	michellepleim@gmail.com
Bill Kirell	Membership, Volunteer, Website	wkirell@gmail.com

### **Nature Store Committee**

Eileen Oakes	631-447-2136
Gail Quigg	631-281-4503
Joann Zurlo	631-399-1863
Claire Goad	631-286-0910

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## RELATED WEB SITES

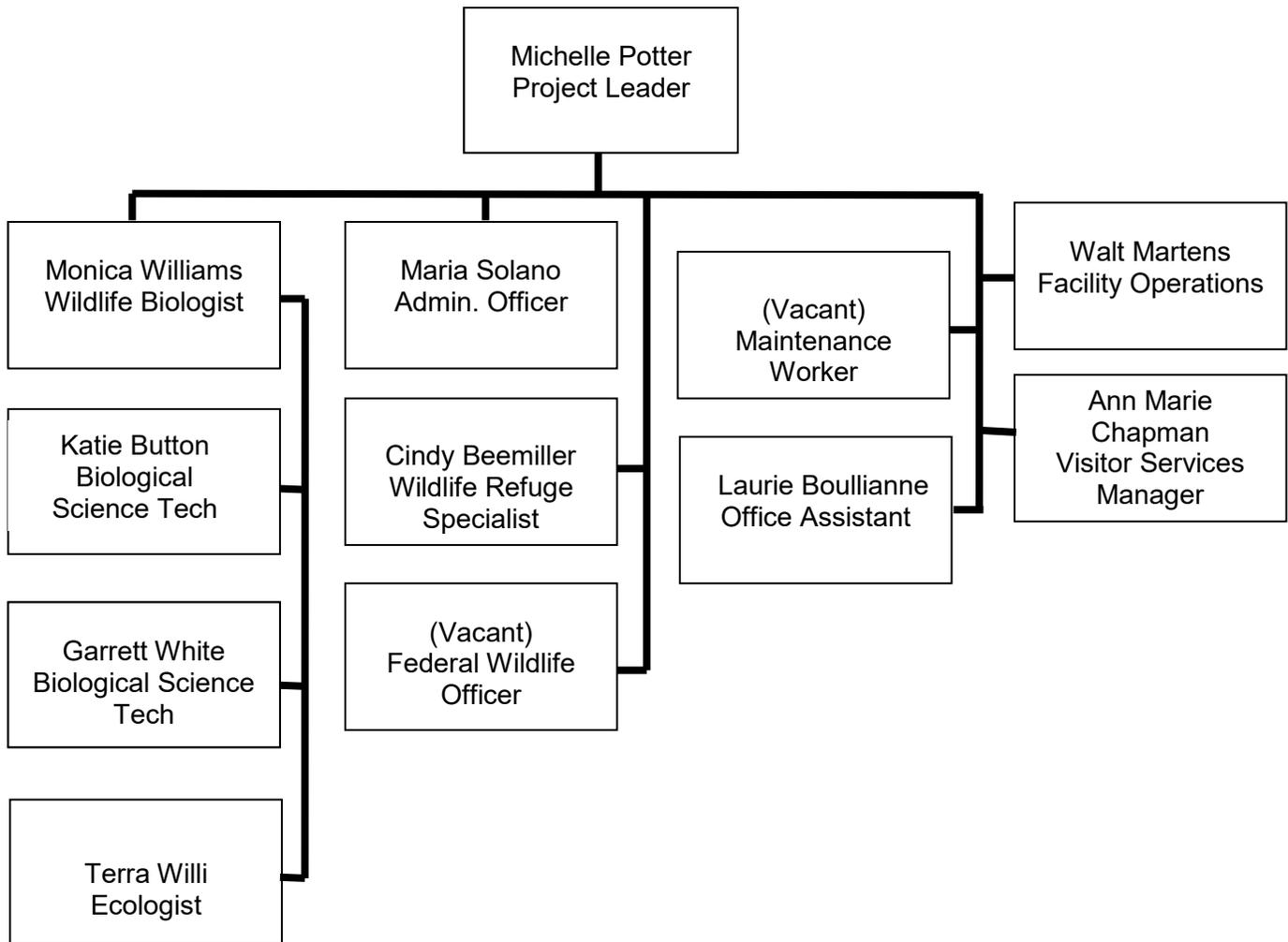
Wertheim NWR	<a href="http://www.fws.gov/refuge/wertheim">www.fws.gov/refuge/wertheim</a>
FOW	<a href="http://www.FriendsofWertheim.org">www.FriendsofWertheim.org</a>
Refuge System	<a href="http://www.fws.gov">www.fws.gov</a>
Facebook	<a href="http://www.facebook.com/usfwsnortheast">http://www.facebook.com/usfwsnortheast</a>
Twitter	<a href="http://www.twitter.com/usfwsnortheast">www.twitter.com/usfwsnortheast</a>
YouTube	<a href="http://www.youtube.com/usfws">http://www.youtube.com/usfws</a>
Flickr Photos	<a href="http://www.flickr.com/usfwsnortheast">http://www.flickr.com/usfwsnortheast</a>



*Turtles sunning themselves on the Carmans River*

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### III. Long Island Refuge Complex Staff Chart



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## Staff Photos



Project Leader:  
Michelle Potter



Admin Officer:  
Maria Solano



Office Assistant (part time):  
Laurie Boullianne



Wildlife Biologist:  
Monica Williams



Biological Science Tech:  
Garrett White



Biological Science Tech:  
Katie Button



Ecologist:  
Terra Willi



Wildlife Refuge Specialist:  
Cindy Beemiller



Visitor Services Manager:  
Ann Marie Chapman



Facilities Operation Specialist:  
Walt Martens

### **Long Island Field Office Staff – Ecological Services**



Senior Fish and Wildlife  
Biologist:  
Steve Sinkevich



Senior Fish and Wildlife  
Biologist:  
Steve Papa



Office Assistant (part time)  
Laurie Boullianne



Biologist:  
Kerri Dikun

Upon arrival, the RV Volunteer(s) will be provided with the most recent edition of the confidential phone list including staff cell and home numbers to be used with discretion.

Work Number Phone List: Main phone number is (631) 286-0485

<b>TITLE</b>	<b>NAME</b>	<b>WORK CELL</b>	<b>OFFICE EXT. #</b>
Project Leader	Michelle Potter	631-848-7149	2112
Administrative Officer	Maria Solano	631-258-2675	2113
Visitor Service Manager	Ann Marie Chapman	631-566-8693	2131
Refuge Admin. Assistant (half-time)	Laurie Boullianne		2119
Wildlife Refuge Specialist	Cindy Beemiller	631-245-5016	2111
Facilities Op. Specialist	Walter Martens	631-774-2245	2156
Wildlife Biologist	Monica Williams	631-848-7152	2154
Ecologist	Terra Willi	631-245-5973	2157
Biological Science Tech	Katie Button		2157
Biological Science Tech	Garrett White		2153
Visitor Service Intern/ SCA			2114
Visitor Service Intern/ SCA			2150
Reception Desk			2124
GIS Lab			2130
Multipurpose Room			2125
Environmental Education Room			2129
Conference Room			2115
Break Room			2122
Basement Phone			2134
Friends of Wertheim Welcome Desk			2123
LIFO Biologist	Steve Papa		2120
LIFO Biologist	Steve Sinkevich		2121
LIFO Biologist	Kerri Dikun		2116
LIFO Admin. Assistant (half-time)	Laurie Boullianne		2119

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## ADDITIONAL ADDRESSES AND PHONE NUMBERS

REFUGE	CONTACTING THE REFUGE	EMERGENCY NUMBERS
<b>Wertheim NWR Office</b> 340 Smith Road Shirley, NY 11967	Wertheim Phone(rings multiple places) <b>631-286-0485</b> Wertheim Fax <b>631-286-4003</b> <b>Weather Line:</b> Dial Office # and then ext. 411	<b>911 in an emergency</b> Brookhaven Fire Dept. <b>631-924-5252</b> Police-5 <sup>th</sup> Precinct <b>631-854-8500</b> Police-7 <sup>th</sup> Precinct <b>631-852-8700</b>
<b>Morton NWR</b> 2595 Noyac Road Sag Harbor, NY 11963	Morton Office/Quarters <b>631-899-4293</b>	Sag Harbor Fire Dept <b>631-324-6550</b> Sag Harbor Police Dept <b>631-725-0058</b>
<b>Target Rock NWR</b> 12 Target Rock Road Huntington, NY 11743	Huntington Fire Dept. <b>427-3030</b> Police-2 <sup>nd</sup> Precinct <b>631-854-8900</b>	Huntington Harbor Master <b>631-351-3255</b> Lloyd Harbor Police <b>631-549-8220</b>

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## **DIRECTIONS TO REFUGES OPEN TO THE PUBLIC**

### **Headquarters/Wertheim National Wildlife Refuge**

*From Hwy 27 (Sunrise Highway):*

Take Exit #58 William Floyd Parkway. Go south. Turn right (west) onto Montauk Highway (the first major road after Sunrise). Turn left (south) at Smith Road (the second stop light). Cross over the railroad tracks and go to the first stop sign. Turn right into the headquarters entrance.

*From West on I-495:*

Take Exit #68 William Floyd Parkway. Go south. Cross over Sunrise Highway (Hwy 27). Turn right (west) onto Montauk Highway (the first major road after Sunrise). Turn left (south) at Smith Road (the second stop light). Cross over the railroad tracks and go to the first stop sign. Turn right into the headquarters entrance.

### **Elizabeth A. Morton National Wildlife Refuge**

*From Headquarters:*

Take Hwy 27 (Sunrise Highway) east until it becomes County Road 38 (After Exit #66). Pass the stop light at Tuckahoe Road. Turn left at the stop light for Sandy Hollow Road. (DeJesus Deli and a laundry mat are on your right.) At the stop light, turn left onto North Sea Road. At the stop sign, turn right onto Noyak Road. Go approximately five miles. The entrance will be on your left.

### **Target Rock National Wildlife Refuge**

Take the Long Island Expressway (I-495) to Exit #57 Route 454. Take second right onto Veterans Memorial/Route 454W. Follow Route 454W to end, take 25W toward Huntington. Turn right onto 35N/Park Ave. Turn left (west) on Route 25A (Main Street). In town, turn right (north) onto West Neck Road. Continue on West Neck Road into Lloyd Harbor Road. Go past the harbor and stay straight onto Target Rock Road. This is a residential area. Entrance is on your right.

### **Amagansett National Wildlife Refuge**

*From Headquarters:*

Take Hwy 27 (Sunrise Highway) east until it becomes County Road 38 (After Exit #66). Follow the signs for County Road 38 until it becomes Hwy 27 East again. Follow 27 east until you see Atlantic Ave in the Town of Amagansett. Make a right turn onto Atlantic Ave. Follow the road until you come to the Atlantic Ocean. The Refuge is approximately 1/8 of a mile to your right.

### **Oyster Bay National Wildlife Refuge**

Take the Long Island Expressway (I-495) to Exit #41 North (toward Oyster Bay). Proceed north on Route 106, cross 25A and continue toward the village. Access to the refuge is limited to private boats and rentals. Residents outside of Oyster Bay may enter the refuge by boat from Long Island Sound. Visitors in vehicles may travel local roads adjacent to the refuge. The refuge does not provide parking. Mill Pond, part of the Refuge, is located off West Main Street. Onsite parking is not available.



## *IV. USFWS Volunteer Policies- National*

### **FWS POLICY AND PROCEDURES FOR VOLUNTEERS (#150 FW 1)**

- 1.3 FWS recognizes the value of time and expertise contributed by individuals, groups and students. Volunteers help the Service achieve agency goals within every program at every administrative level.
- 1.4 Why does the Service involve volunteers in its activities?
- A. To provide people with opportunities to assist us in the accomplishment of our mission by contributing to the preservation and conservation of our natural and cultural resources;
  - B. To enhance our performance through the creativity and innovations, labor and expertise contributed by volunteers;
  - C. To complete projects and other work that we would not otherwise accomplish without the use of volunteers;
  - D. To encourage stewardship of wildlands, wildlife and other natural and cultural resources through public participation in and contribution to Service programs and operations.

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- 1.5 What authority allows the Service to accept volunteer services?  
Authority is provided to accept volunteer services and operate the volunteer program from the Fish and Wildlife Act of 1956, as amended by the Fish and Wildlife Improvement Act of 1978. The Fiscal Year 1992 Department Appropriations Bill authorized the Service to use appropriated funds to award and recognize volunteers. The National Wildlife Refuge System Volunteer and Community Partnership Enhancement act of 1998 further defined how we could utilize volunteers to enhance our work.
- 1.6 Terms used regarding volunteers
- A. Agreement. The Volunteer Services Agreement is the official document that the volunteer completes and signs before the volunteer can begin work. The Unit Volunteer Coordinator outlines the responsibilities of the agency.
  - B. Volunteer Service. We limit volunteer service to personal services received from individuals or groups without salary or wage compensation by the Service. Volunteers will not represent themselves as official spokes-persons for the United States Government or the Fish and Wildlife Service.
- 1.7.1 Volunteer supervisors include Service personnel at the field, Regional/CNO and Washington Offices who direct volunteers:
- Define volunteer tasks and assist in the development of position descriptions;
  - Provide appropriate training, PPE, tools, equipment and performance evaluation;
  - Recommend volunteers for appropriate recognition;
  - Communicate closely with unit volunteer coordinators;
  - Supervise the work of volunteers.
- 1.8 What activities are appropriate for volunteers?  
Volunteers can participate in almost any capacity. See exceptions listed in 1.9 and information regarding duties that require additional training in 1.10.
- 1.9 When is the use of volunteers not appropriate?
- Volunteers should not displace any employee or staff a position that is a normal part of our work force, nor may we use them in place of authorized service-type contracts.
  - Volunteers will not collect or handle money owed to the United States Government except pursuant to 16U.S.C. 3911 (g), which authorizes volunteers to collect entrance fees.
  - We will not use volunteers in regulation law enforcement activities. Volunteers cannot issue citations or carry firearms associated with law enforcement activities; however, they may observe and report problems.
  - We prohibit volunteers from handling sensitive documents, such as investigative reports and other law enforcement files, personnel files and financial disclosure forms.
- 1.10 What activities do we allow only with additional training?  
Volunteers may only participate in hazardous jobs, such as firefighting and operating heavy equipment, if they have completed the appropriate Federal training and certification requirements as specific to the hazards of the tasks involved. Operation of government computers & access to our networks also requires IT training and a background investigation.
- 1.11 What process should we use to assess potentially dangerous volunteer assignments?  
We must evaluate volunteer assignments that pose safety hazards on a case-by-case basis. When the analysis requires operational and safety training, certification or equipment:

- 
- The volunteer will not perform the job until they complete all training;
  - If appropriate, we certify the volunteer for a specific task;
  - The supervisor knows the volunteer's work capability;
  - The volunteer understands the job and its hazards;
  - We supply appropriate equipment.

1.12 Which safety and health considerations apply to volunteers?

All Department and Service safety and health policies apply to volunteer activities.

## EXPECTATIONS FROM THIS PARTNERSHIP

U.S. Fish and Wildlife Service (FWS) will provide the volunteer with:

- An introduction to the FWS and National Wildlife Refuge System (NWRS);
- An introduction to staff members;
- Either a Volunteer vest or shirt to be worn at all times volunteer is working on refuge;
- Proper instruction, tools and materials for assigned job;
- Invitations to participate in staff meetings and parties if interested;
- A suitable assignment, with consideration for personal preference, temperament, life experience, education and employment background;
- A tour of those areas in which volunteer shall work.
- Thoughtfully planned training for job assignments;
- Proper equipment and materials available for assigned jobs;
- Recognitions for work accomplished;
- An exit interview, including evaluation, with each volunteer.

In return, the FWS expects the volunteer to:

- Sign a Volunteer Agreement prior to beginning work;
- Represent the US Fish and Wildlife Service;
- Conduct them self in a professional manner, including dressing appropriately;
- Have an interest in and ability to learn about area history and natural resources;
- Be flexible to handle variations in routine due to shifting priorities and visitor needs;
- Be willing to work with diverse staff and members of the public, even those with varying viewpoints;
- Keep hours and jobs on a Volunteer Time Sheet;
- Return all tools, equipment and left over materials to their appropriate storage place;
- Leave all vehicles with at least one-half tank of gas when use is completed;
- Park vehicle and put keys in proper location;
- Discuss immediately with the Visitor Services Manager all problems dealing with job, other volunteers, or staff;
- Report all accidents or incidents (no matter how minor) to the Visitor Services Manager or Deputy Refuge Manager, or Refuge Manager immediately.
- Complete an exit interview, including evaluation, with Visitor Services Manager or Project Leader.

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## CODE OF RESPONSIBILITY FOR VOLUNTEERS

As Volunteers, we come in many different sizes, shapes and forms. Often we are from different parts of the country. We have quite different backgrounds. We have experienced very different lives. We have different family situations. We have different needs. We have different talents. We may have different beliefs. We have different lifestyles.

While our diversity is a gift and a blessing, we do share a number of things in common. We have chosen to become Volunteers for the Long Island Refuge Complex. We have chosen to be part of a "team effort".

Many of us need our privacy. Many of us need companionship.

Working with people who are different from us can be difficult. This is particularly true when we all share a very small space.

"Do You See What I See?" Seeing what another person sees can be very easy or it can be extremely difficult. The more that we share in common, the easier it is to see each other's perspective. If we are "alike," we share some things in common. If, on the other hand, we are different -- have different beliefs, customs, dress, friends, etc. -- it can be quite difficult to see "through another set of eyes". Communication, information and education help us understand and build on differences. Diversity is a gift and a blessing.

Emotions also play an important role in how we see things. Feelings can be helpful or a hindrance in seeing things. The stronger my feelings are about how I see things the more difficult it is for me to see differently. If you feel one way about something and I feel another, it is sometimes very difficult to see things from each other's viewpoint.

Trust is also an important ingredient in understanding another perspective or in sharing a common viewpoint. If I trust you, I can trust what you see. If there is a lack of trust, then I have a difficult time trusting what you see.

"Do You Hear What I Hear?" Sometimes people neither say what they mean nor mean what they say. In order to really understand what is meant, we need to be very active listeners. It is very important in resolving conflicts that we know what people are saying. It is even more important that we know and understand what people mean and how they feel. Earlier we said that feelings could be helpful or a hindrance to seeing. The same is true for hearing. Sometimes people will say one thing and act out feelings which communicate something very different. "People act so loud that we can't hear what they say." We've all experienced the person who says that they are not angry but does so in a loud, boisterous, emphatic and pointed way. On other occasions a person may say that it doesn't make any difference, when in fact it makes a lot of difference.

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What Do You See In Each Photo?



A young lady or an  
old lady?



A man playing a sax of a  
lady's face?



A skull or a lady sitting  
at a vanity?

During our time together as volunteers, we need to be supportive of each other and each others talents. We need to show each other respect and treat each other by the "Platinum Rule" -- "Do unto others as they want you to do unto them." Treating people as they want to be treated requires that we understand their diversity. It requires that we share our backgrounds and experiences and we make every effort to understand each other.

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## V. General Information: Front Desk Volunteers

*The following information is provided to the Front Desk Volunteers who work at the Visitor Center (VC). Since you may work at the VC desk, please review this information. While on-duty, including working the VC desk, RV Volunteers wear their standard uniform.*

### **REASONS FOR IMMEDIATE TERMINATION**

Immediate termination will result for: a) use of intoxicating beverages or narcotic drugs on volunteer time or in refuge vehicles at any time; b) discrimination; c) sexual harassment; d) discourtesy to a member of the public; e) careless use of vehicles or equipment that could result in damage to the equipment or an injury to yourself or others.

### **SMOKING**

Smoking is not permitted in buildings, vehicles or near any flammable objects or areas. PLEASE, do not throw cigarette butts on the ground. Dispose of cigarette butts properly.

### **SCHEDULE**

Volunteer schedules will vary depending on positions and needs. When working the front desk/nature store we ask for a four hour/week commitment. If you need to change your schedule, please let the Visitor Services Manager know. *RV Volunteers will be asked to fill-in when "regular" volunteers are unavailable.*

### **PROFESSIONAL CONDUCT**

You are representing the US Fish and Wildlife Service and Friends of Wertheim Refuge.

Always display a positive, welcoming and professional attitude.

In addition, trustworthiness and a good work ethic combine to present a professional image.

If a stressful situation occurs, such as a difficult customer or a long line, please don't let your stress carry over to our customers.

When you are not interacting with customers use the time to maintain the front desk and store's appearance by decluttering, folding and organizing merchandise, returning merchandise to their proper place and restocking shelves.

If you bring food to eat during your shift, please eat it in the office behind the front desk. Leave the front desk area free of wrappers and lunch containers.

### **CUSTOMER RELATIONS**

Customer service is a series of activities designed to enhance the level of customer's satisfaction – that is, the feeling that a product and service has met the customer's expectation. One of the most important aspects of customer service is what is often referred to as the "Feel Good Factor." Basically the goal is to not only help the customer have a good experience, but to offer them an experience that exceeds their expectations. Remember: the customer is always right. Give the customer the benefit of the doubt for returns, exchanges and complaints. If there is a clear dispute that is serious enough, call the Visitor Services Manager or Friends President/Store Manager (see Emergency Numbers at the beginning of this Handbook). Always note in the store ledger the name and telephone number of a customer that requires special attention.

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## **UNIFORMS**

Since public interaction is necessary, basic grooming and hygiene is expected.

Volunteers will be provided with either a Volunteer vest or t-shirt depending on your duties. Please help us by keeping the vests clean and wrinkle free. Volunteer vests will stay at the front desk. Please do not take them home.

Please wear a casual, but not worn-out shirt under your Volunteer vest. Khaki or other professional looking pants are acceptable.

Nametags are stored in the back room of the office. Remember to wear your tag, it enables visitors to call you by name. Return your tag to the storage rack when done with your shift.

## **PHONE**

The Headquarters phone number is 631-286-0485. When using the phone for work purposes, always be courteous & professional. Phone bills are paid by the Service. If you are making personal calls they need to be put on a phone card.

## **KEYS**

If you are opening need to open the front desk/nature store area, please ask at the office reception window for a key. During the day the keys are kept in the drawer to the left of the cash register. The person doing the second shift returns the key to the office reception window after locking up at the end of the day.

## **GATE**

The front gate is open seven days a week from sunrise till sunset. Please let visitors know the building closes at 4:00 pm.

## **COMPUTERS AND INTERNET**

Due to federal government restrictions, Volunteers may not use FWS computers. The Friends of Wertheim Refuge, Inc. may have a computer in the volunteer office. This is not considered a government computer. Volunteers may use the building internet on their personal devices. The passcode is posted on the wall behind the VC deck.

## **GOVERNMENT VEHICLES AND TRAILERS**

Minimal numbers of Volunteers will use government vehicles while conducting government business`` If you find you are using your personal vehicle for volunteer business, inform the Visitor Services Manager about training to use a government vehicle.

## **CELL PHONES AND TEXTING**

In the state of New York it is illegal to use a hand held cell phone while driving. The US Fish and Wildlife Service has a policy prohibiting use of ANY cell phones while driving. If you need to make a call or answer a call, please pull over. Please limit use of your personal cell phone during your work time.

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## VI. Time Sheets

When recording your volunteer hours, please be specific with the particular refuge and time for that refuge. For example: *December 14, 2018: 3 hours at Wertheim in category #2; 2 hours at Morton in category #5, 3 hours at Target Rock in category #2. If needed, use multiple lines per day and abbreviations for refuges.*

- **Category #1:** Wildlife and Habitat includes duties such as marsh restoration projects, RCW tree clearing, etc.
- **Category #2:** Refuge Maintenance includes duties such as ground maintenance, gardening, trash pickup, electrical work, building cleanup, etc.
- **Category #3:** Wildlife Dependent Recreation/Public Use includes duties such as school groups, VC staffing, special events, leading canoe/nature tours, tour to other refuges; and managing signs, trails, boundary posting, kiosks, hunting, fishing, car counters, brochure stocking, etc.
- **Category #4:** Cultural Resources includes duties such as historic buildings, middens, etc.
- **Category #5:** Other includes duties such as administrative tasks, fee counting, etc.

*If you are not sure of which category to choose, describe the activity in the last column and the volunteer coordinator will decide when entering in the hours.*

**Long Island National Wildlife Refuge Complex  
Volunteers/SCA/Interns/Work Crews Activities Log**

Name: \_\_\_\_\_

Month or Week of: \_\_\_\_\_

*Location: Amagansett NWR AMA  
Conscience Point: CP*

*Morton: MOR  
Oyster Bay: OB*

*Sayville: SAY  
Seatuck: SEA*

*Target Rock: TAR  
Wertheim: WER*

<b>Wildlife and Habitat Activities</b>	<b>Location</b>	<b>Number of Hours</b>	<b>Number of Visitors</b>
Endangered species management			
Habitat restoration			
Invasive species management			
Vegetation surveys			
Wildlife surveys			
Other:			
		<i>Total hours:</i>	
<b>Refuge Maintenance Activities</b>	<b>Location</b>	<b>Number of Hours</b>	
Bathroom cleaning			
Beach clean-up			
General repair (e.g., fencing/signs)			
Kiosk maintenance (e.g., re-stock brochures)			
Mowing/gardening (e.g., native garden)			
Trail maintenance (e.g., clear vegetation)			
Other:			
		<i>Total hours:</i>	
<b>Environmental Education Activities</b>	<b>Location</b>	<b>Number of Hours</b>	<b>Number of Visitors</b>
Curriculum-based nature walk			
Curriculum-based monitoring project			
Other:			
		<i>Total hours:</i>	<i>Total visitors:</i>
<b>Wildlife-dependent Activities</b>	<b>Location</b>	<b>Number of Hours</b>	<b>Number of Visitors</b>
Guided nature walk			
Nature photography			
Special events (e.g., Plover and Friends Day)			
Visitors center			
Other:			
		<i>Total hours:</i>	<i>Total visitors:</i>
<b>Other Activities:</b>	<b>Location</b>	<b>Number of Hours</b>	<b>Number of Visitors</b>
Administrative (e.g., phones/filing)			
Driving			
Fee counting			
Other:			
		<i>Total hours:</i>	<i>Total visitors:</i>
<b>Weekly Totals</b>		<b><i>Total hours:</i></b>	<b><i>Total visitors:</i></b>

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## VII. Wertheim RV Volunteers

### General Information

#### Arrival

Upon arrival you will be provided with the “RV Volunteer Onboarding Checklist”. This will serve as a guide your first few days as you go through orientation under the guidance of the Visitor Services Manager, Ann Marie Chapman.

#### Equipment & Tools

A good supply of hand and power tools are available for use by the volunteers. Some power equipment and vehicles will require training and certification by the Refuge staff. Appropriate Personal Protection Equipment (PPE) is available and required for use with certain tools and equipment.

#### Uniforms

The Refuge provides t-shirts, polo shirts, wind breakers and hats. Vests are available if you wish. Volunteers should wear tan/khaki pants, brown shoes and belt, brown or dark socks. Shirts must be tucked in. Shorts and skirts are also acceptable. RV Volunteers should wear their uniform at all times when on duty. The type of shirt you wear will depend upon your duties for the day.

#### Mosquitos

Expect a heavy presence during July and August. The use of repellent is encouraged. A net hat can be checked out. Speak with the Visitor Services Manager regarding bug proof jackets.

#### Ticks

If working outside in the forest (such as trail trimming, cleaning around overlooks), ticks can be prevalent. Sawyer's brand Permethrin is the “go-to” product for repelling ticks and mosquitos. Treating your clothes with Permethrin can be a big help (read directions carefully). Experts suggest wearing light colored clothing (easier to spot ticks), pant legs tucked into socks, long sleeves and a hat. Consider using gaiters (cover from shoe to top of ankle) can be helpful in sealing the bottom of your pants from tick entry.

It is necessary to do a tick check each time you return from work outside. Recommend not entering your RV with your outer garments on as they may have ticks that can get into your home. Should you find a tick it should be removed (use tweezers or a tick removal tool) immediately and the area cleansed with rubbing alcohol. If a large red spot occurs seek medical attention. Lyme disease exists on Long Island. Should you develop a bulls-eye type rash seek medical advice immediately. If you remove a tick be sure to record the date for reference.

#### Interns/SCA

Interns provide extra help for the Refuge while learning valuable skills in their fields. Interns work, and live, at both Wertheim and Morton Refuges. Interns are college students or recent graduates in search of field experience. There may be interns who work with the Biologists, invasive plants, endangered species or Visitor Services.

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The Visitor Services interns work in the main office area and you will have opportunities to get to know them and work with them on projects. RV Volunteers can often assist the interns in learning new skills, such as public speaking, running a copy machine or greeting strangers.

### **Track your hours**

RV Volunteers will need to compile a monthly record of the various activities and tasks they have done. Keep track of those activities by the ¼ hour in a note book that can be tallied and reported on the time sheet (different than the 2016 Volunteer Time Sheet shown as the example) provided by the Refuge. Times will need to be sub-totaled by the various types of service work done (time sheet has the categories).

### **Work Schedule**

RV Volunteers work a minimum of 24 hours a week per person (couple) or 32 hours/week (single). The “typical” duty schedule is:

Friday – Off  
Saturday (8 hrs)  
Sunday – (8 hrs)  
Monday (4 hrs in AM)  
Tuesday (4 hrs in AM)  
Wednesday – Off  
Thursday – Off

Of course special events, programs you might teach, or filling-in at VC desk may alter the plan. Flexibility is important! With notice, the Visitor Services Manager can work with you to arrange special days off.

### **Office Work Area**

The Refuge does not have a Volunteer desk...but there are multiple places to set-up if you are doing a job inside. There are two SCA/Intern desks in the main office which are not always occupied. The conference room is frequently available. If camp is not running you can work in the EE room or the Multi-Purpose room. If none of these areas are open consider setting up the folding table and working in the basement...it is cool, quiet, electrical outlet for your laptop, a nice bathroom and very little traffic. Just be sure the Visitor Services Manager, main office or VC desk know where you are working.

### **Possible Volunteer Work Tasks**

Although your weekly time schedule is basically set, what you do each week may differ greatly. There are a myriad of possible tasks. Listed below are examples. The Visitor Services Manager will work with you to use your skill set and meet the needs of the refuge.

*Lead family hikes*

*Walk trails and visit with visitors*

*Plan program*

*Conduct advertised programs on the Refuge*

*Present or assist with scheduled school programs and drop-in visits*

*Present to off-site camps*

*Staff a table at the Canoe/Kayak Launch (private business, close to Refuge)*

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*Staff a table at Brookhaven Lab Sunday*  
*Staff a table at community events such as "National Night Out"*  
*Assist with Migratory Bird Day/Tri-Hamlet Day - set-up, day of activities, clean-up*  
*Assist with Pine Barrens Day*  
*Work at Visitor Center: Open/Close, talking to visitors, cleaning, welcome desk*  
*Answer phones: offer advice/information on abandoned or injured animals (see appendices)*  
*Office work such as filing, organizing, typing as needed by Visitor Services Manager*  
*Fee Counting*  
*Compile Volunteer Hours*  
*Print and staple items such as Jr. Refuge Manager Books*  
*Make signs on chalkboard announcing classes*  
*Work on sorting and copying slides from past years*  
*Collect litter on trails, parking lot, fishing site and adjoining roads*  
*Trim brush from around benches, photo blind, overlooks and trails*  
*Weed the gardens in front of VC*  
*Wash signs*  
*Service trail counters at Wertheim, Morton and Target Rock*  
*Work with invasive management team on pulls and/or counts*  
*Gather and deliver Recycling to Transfer Station*  
*Wash and clean pool vehicles*  
*Restroom maintenance (Target Rock and Morton)*  
*Clean trash cans and remove trash (Target Rock and Morton)*  
*Supervise service projects for small volunteer groups*  
*Paint building parts (i.e. trim) as needed*  
*Assist biologists on special projects*  
*Assist maintenance staff with small projects*  
*...whatever needs to be done!*



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## The Wertheim RV “Spot”

There is only one RV spot at Wertheim Wildlife Refuge. It is adjacent to the Refuge Maintenance Yard with a partial view of the Carmans River. It is accessed by entering the Maintenance Facility gate at 360 Smith Road and driving 1/2 mile down a gravel road. An entry code or wireless gate controller are required. This road is also used by visitors so a slow speed must be maintained. When visitors are present always drive at a speed that does not create dust.

The RV area is generously sized. It is a flat gravel surface that will accommodate any size rig.

**Electric:** standard with 30 and 50 amp electric

**Water:** standard spigot connection

**Septic system:** an in-the-ground holding tank. Regularly pumped, scheduled by Facilities Manager Walt Marten.

**Storage Shed:** a free-standing, locked, wood 6 x 10 foot storage shed is adjacent to your spot and is for your personal storage. It is in excellent condition, has a solid floor and a small night light when you enter. It does not have electric.

**Refuge Storage Shed:** a larger, 8 x 12 foot storage shed is also in your area. This is for storage of the golf cart (“Jitney”) that is used for trail work. You may also leave basic tools that you borrow from maintenance here such as litter bucket, litter grabber, rake, etc. The Jitney is also used by the Bay to Barrens Summer Camp one day each week so it is important to leave it charged and clean.

**Picnic Table:** a four foot picnic table, and small outdoor carpet to go underneath, is provided

**Wi-Fi:** not available at site. Usually you will be able to log-in at the Visitor Center. The Shirley/Mastic Public Library has free Wi-Fi and computer access which may be used by guests. However, the Library system does not allow non-residents to check out books or other materials.

**Cell Phone Service:** adequate signals can be received on both Sprint and Verizon



***Entering the site, Maintenance Yard is behind the cyclone fence***



***Rig is parked near the utility pole. Best view is from back and passenger side.***



***The site is now “home”. On the right is the RV Volunteer storage. Out of view further to the right is the larger Refuge storage shed. The gravel pad is perfect because of the bugs. Consider using a rug under your awning, and perhaps a screen tent as well. Flowers grow readily.***



Utilities are fairly standard and easy to hook-up. They are on the back side of the site. Includes: electric (30/50), water and sewer (goes to an in-the-ground holding tank). A y splitter is handy so that a hose may be attached.



*Step-through four foot picnic table is provided. This photo shows it inside a screen tent.*



*RV Volunteer Storage Shed*



***Refuge storage shed used to store the Jitney (golf cart), tools and life jackets for day camp and other activity days. Has electric to charge Jitney.***



**View from the RV Volunteer pad. Don't be surprised to see numerous types of birds, turkeys, turtles, ground hogs, deer and of course squirrels!**

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## **RV Volunteer Basics...More Things You Need to Know**

### **Mail**

You can send your mail to the Refuge address. The Visitor Services Manager will deliver it to you or place it in your shared mailbox (Intern/Volunteers). UPS and FedEx deliver regularly also.

*Your Name, RV Volunteer  
Wertheim Wildlife Refuge  
340 Smith Rd.  
Shirley, NY 11967*

### **Gate Opener**

You will be issued a wireless gate opener, much like a garage door opener. This works on most of the gates. It is used to enter the Maintenance Facility road which leads to the RV site. Pull into the open area in front of the gate and then press the opener. After you enter wait until the gate closes securely behind you. Occasionally people will follow you through the gate or the gate will reopen due to raindrops or blades of grass in front of the sensor. When exiting, the gate will automatically open. There is also a code box just outside the gate. You will be given the code for this box. A separate code is needed for the maintenance gate code box. In case of a power outage you can open the gate manually by pressing the button on the underside of the motor box.

### **Laundry**

There is a full sized stacked washer/dryer in the basement of the Visitor Center which the RV Volunteers are welcome to use. There is also a folding table nearby which can be set up to use as a folding table. The dryer vents into a box in the sink.

Laundry Kingdom is located about a mile from the Refuge, to the east on Montauk Hwy, and has a large quantity of machines, is clean, fair priced and open 24 hours a day.

### **Wertheim Staff Meetings**

Each Tuesday morning at 8:30AM, all staff members meet in the Visitor Center conference room for the weekly staff meeting. The meeting is run by Michelle Potter, Refuge Manager. In her absence, Monica Williams (Wildlife Biologist) or Ann Marie Chapman (Visitor Services Manager) will conduct the meeting. As part of the meeting each employee shares what projects they have been working on, or will be working on in the near future. You will be invited to share your activities also. Meetings last from 45 minutes to 1 ½ hours depending on the amount of material to be discussed. This is a great opportunity to understand the breadth of work being conducted here on the refuge and to get to know the professional staff.

### **Meeting with Visitor Services Manager**

Following the staff meeting is usually a good time to meet with the Visitor Services Manager to review your schedule for the upcoming week. You should come to this meeting with ideas about what you'd like to do. The Visitor Center Manager will input his/her needs and ideas and together you can develop a schedule. If the RV Volunteers are a couple you will generally work the same shift but frequently on different projects. Expect that each week will be different!

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Additionally, the Visitor Services Manager may schedule meetings with both RV Volunteers and SCA interns to discuss upcoming events.

### **Fee Counting**

After a brief training and signing of paperwork you will be qualified to count fees. Two of the sites charge parking fees (Morton and Target Rock). There are two sets of fee boxes which are rotated about every two weeks. Along with the interns, you will count the fees and prepare the deposit.

### **Selling Passes**

RV Volunteers will be trained to sell a variety of passes such as the Annual Refuge Pass, America the Beautiful Pass, Senior Passes, Veteran's Passes and Duck Stamps. Detailed training will be provided. Interns and the Administrative Assistant in the front office are able to also sell passes. VC desk volunteers are not allowed to do so.

### **VC Desk**

RV Volunteers are trained to run the VC Desk/Nature Store which includes opening, selling items from the small store, settling the register and closing the store. You may encounter questions, especially in the spring/early summer about abandoned birds. See the Appendices for additional information. Injured animals are referred to local rehab services listed in the binder on the VC desk. The VC desk is usually staffed by two local volunteers. Many of the VC volunteers serve on the Board of the Friends of Wertheim and/or have volunteered at the refuge for many years. This provides a great opportunity to get to know the volunteers, more about the refuge and the Long Island area from people who are quite invested in Wertheim National Wildlife Refuge.

### **Post Office**

There is a US Post office on William Floyd just south of Montauk Hwy (behind KFC store).

### **Groceries**

Best Market, King Kullen, and Stop & Shop are nearby.  
Shop Rite, BJs, and Sam's Club about 15 minutes away.  
Costco and Walmart both have 2 stores about 20-25 minutes away.

### **Pharmacies**

CVS, Rite Aid, and Walgreens are nearby just off Montauk Hwy.

### **Restaurants**

Turn left as you leave the refuge, then right again on Montauk Hwy. In about ½ a mile you will encounter multiple chain restaurants and some local spots. Travel further in either direction for LOTS of variety.

### **Propane/Gas/Diesel**

Easily accessible. There are several retailers along Montauk Hwy

### **Toll Roads**

None on Long Island but the bridges to Long Island charge a toll. If you plan to do a lot of traveling off Long Island purchase an E-Z pass. Buy at any toll booth.

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## Suggestions for Wertheim RV Volunteers from Previous RV Volunteers...

*These are personal thoughts from previous RV Volunteers...just things to consider. Perhaps at the end of your season you'd like to add to this document.*

- Consider bringing a screen tent with you. Bugs are *quite* active during the summer and it is nice to have a place to eat or sit outside. The Gander Mountain brand, 10'x10' is a great screen tent as it has a wide footprint and is priced lower than many others. Stake it.
- Awning: you will most likely want to set-up your awning for the season. Winds are not very strong and with proper staking you can leave your awning out.
- Plants: it is nice to have a little color outside as your entire area is gravel. We purchased a couple of colorful hanging baskets. We also put two pots on the ground (set on a tile for stability) and filled one with flowers and one with herbs. This made our space feel "homey". We passed these on to staff when we left.
- Weather Station: we attached an Acu-Rite weather station to our ladder. The weather station has a wireless monitor that you keep inside. It is helpful to know the outside temperature, humidity and **heat index**.
- TV: We were unsuccessful with our Dish portable satellite dish. We used a roof mounted HD antenna that provided one broadcast channel (CBS), and a few oldie stations. Redbox is readily available within a couple miles of your site.
- Use sunscreen and wear a hat when outside. Hydrate! Hydrate! Hydrate! Carry a water bottle everywhere you go.
- The staff is very friendly, helpful, with varied interesting backgrounds. Get to know them and have a great time!



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## **RV Volunteers, on your time off...so much to see!**

Long Island Refuge Complex sites; Wertheim, Target Rock, E A Morton, Amagansett  
Sagamore Hill NHS, Teddy Roosevelt Home – Oyster Bay

William Floyd Estate – Mastic

Manor of St. George – Shirley

Vanderbuilt Museum – Centerpoint

Oheka Castle – Huntington

Westbury Gardens – Westbury

Fire Island National Seashore, Sunken Forest – Patchogue

Fire Island Lighthouse – Captree Island

Smith Point Park, TWA Flight 800 Memorial and beach – Shirley

Montauk Lighthouse – Montauk

Riverhead Aquarium – Riverhead

Long Island Maritime Museum, with Priscilla Sail boat – West Sayville

Cradle of Aviation Museum – Garden City

The Big Duck – Flanders

West Hampton Dune Drive & Cooper's Beach – West Hampton

Osprey Park – Mastic Beach

Bellport Summer Concerts – Bellport

Wineries and Golf Courses – Multiple locations

Bayard Arboretum St. Park – Great River

Planting Fields Arboretum St. Park – Oyster Bay

Jones Beach St. Park - Wantagh

Connetquot St, Park – Oakdale

Island 16 Theater – Holtsville (Wednesday is Senior's day)

Gateway Playhouse – Bellport

Garden Golf – Sayville (Groupon coupons)

Theater for the Performing Arts – Patchogue

Bay Front Communities of – Greenport, Oyster Bay, Sag Harbor, "The Hamptons"

Port Jefferson Ferry – travel to Bridgeport, CT

Orient Point Ferry (Cross Sound Ferries: CSF) – travel to New London, CT

Also offers Lighthouse tours

CSF Seajet - high speed ferries to New London and casino buses

New London, CT: Old Town New London

Travel to Mystic Seaport and Mystic Aquarium

US Navy Submarine Museum and The Nautilus Submarine

US Coast Guard Museum and Academy

Pez Factory

New York City; Use the Long Island Railroad – Ronkonkoma Station to Penn Station (trains run more often than at Shirley and it is cleaner/safer) Theaters (use TKTS discount booth for great deals on Broadway shows), Sports, Times Square, Central Park, The Met, Intrepid Museum, use the Subway or walk to get from place to place, and more...more...and more!

# VIII. APPENDICES

## What to Do If You Find a Baby Bird

Eileen Schwinn

You're out in your yard, walking around, enjoying a lovely Spring morning, and you come upon a tiny baby bird. What to do? What not to do? Hopefully, the following will provide you with a quick guide to help you make the right decision!

First some mis-conceptions:

### MYTHS:

#### 1. A baby bird on the ground is an abandoned bird

##### NOT TRUE!

For some species – Robins among them – young birds leave the nest, and spend 2-5 days on the ground before they can fly. While on the ground, the young are cared for, protected and taught skills such as finding food, IDing predators, and how to fly.

#### 2. Touched by a human, bird parents will abandon their young

##### NOT TRUE!

Birds have a very poor sense of smell and very strong parental instincts. The parents may take a bit of time before resuming care of their young, but if you hear “squawking” or “fussing”, be assured the parents are nearby and are anxious for **YOU TO LEAVE!**

#### 3. You can care for a baby bird as well as the parents

##### NOT TRUE!

Baby birds need to be fed as frequently as every 10 to 20 minutes, from sunrise to sunset (and sometimes beyond!) And the food is frequently a mix of insects/grubs/worms and parental “juices” – something we humans are incapable of reproducing.

Water to a baby bird can also be fatal – it's not part of their baby bird diet, and can inhale it, causing serious problems.

### NOW FOR SOME TRUTHS:

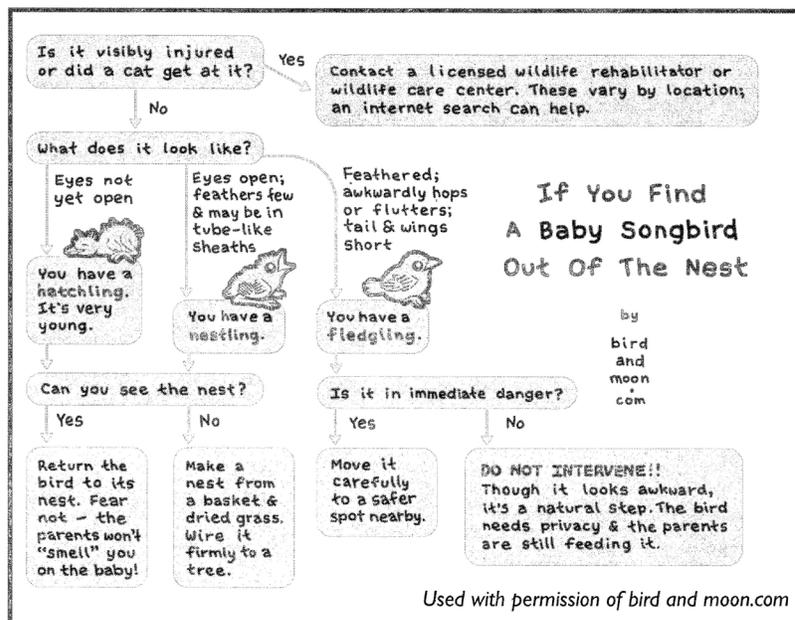
■ If you think the bird fell from a nest too soon (the result of a wind storm or some other natural disturbance), try to replace the bird INTO the nest again, if possible. If the nest is unreachable or has been destroyed, you can substitute a small berry basket or small tissue box, (perhaps cut down to size), lined with tissue, and placed in a shrub or suspend it from a branch, close to where you think the nest MAY have been located. The parents are still around.

■ A fledging (typically feathered and able to hop and flap) should be left alone – KEEP PETS and PEOPLE away, so the parents can continue to care for their young. If your neighborhood has feral or out-of-house cats wandering about, you may attempt to provide a fenced in area for the birds protection (admittedly, this takes some forethought and the best solution is to encourage ALL CATS to be INDOOR CATS). Don't move the young bird too far away from where you find it – the young are still dependent on the parents for survival and will quickly starve if moved to a new location. Moving the fledging

to dense shrubbery is a satisfactory solution – tough for a cat to penetrate.

■ A found baby bird, if uninjured, should NOT BE TAKEN to a wildlife rehabilitation center. As harsh as this sounds, the rehab center rarely has the resources to care for the many baby birds well-meaning birdwatchers find. A rehab center is a hospital, and bringing a healthy baby bird to a facility to prevent them from being injured makes no more sense than raising healthy human children at a hospital to prevent them from becoming sick. It may make you feel better to “drop the bird off and be done with it”, but the best thing to do, unfortunately, is to leave the bird alone. Nature, as we all know, is not always kind – but be assured that, in this and so many cases, the parents know best!

**And remember, if you do handle the baby bird, be sure to wash your hands very, very well – there could be parasites or other nasties on that baby bird, which could cause you to become ill.**



Used with permission of bird and moon.com



# I found a baby squirrel ...



Every year, the Wildlife Center of Virginia fields hundreds of calls from the public about baby squirrels. Gray squirrels nest twice a year - in late winter and summer. They commonly have litters of three or four pups. Babies' eyes open at four weeks. Babies may begin exploring outside the nest by six weeks and are weaned by ten weeks.

A baby squirrel has the best chance of survival when it's cared for by its mother. If you find a baby squirrel, use the following chart to guide your choice of intervention.

Remember to wear sturdy gloves any time you handle wildlife. Do not give food or water to injured or orphaned wildlife.

## START HERE

Do any of the following apply to the squirrel?

- It is bleeding, has an open wound, or has a broken bone.
- It's been in a cat's or dog's mouth.
- It's covered in fly eggs [look like small grains of rice].
- It's cold, wet, or crying nonstop.

NO

If the squirrel is uninjured, the next step is to identify its age to determine if intervention is needed.

YES

The squirrel is likely injured or orphaned. Take it to the nearest permitted wildlife rehabilitator.

This is a JUVENILE squirrel. You do not need to intervene.

Even at the young age of 10 to 12 weeks, the squirrel is independent.

If the squirrel is approaching humans or pets, try to scare it by making loud noises when it comes near.

Does the squirrel ...

- have a fluffed-out tail?
- have a body longer than 6" (not including tail)?
- approach humans or pets?

YES

Congratulations! You helped reunite a baby with its mother.

Thanks for your help!

YES

Has the mother returned to care for her baby?

NO

Observe the baby for the next six to eight hours of daylight. Reheat the rice every two hours.

This is an INFANT squirrel. You will need to guide the baby back to its mother.

NO

**ONE.**  
Place uncooked rice or bird seed in a sock and warm in the microwave for 20-30 seconds. Wrap the sock in a soft towel and place it with the baby in an open container (e.g. a box).

Do NOT give the baby food or water.

**TWO.**  
Return the squirrel to its nesting tree - this should be a tree in the immediate area where the squirrel was found. If you don't know which tree the squirrel's nest is in, or if the nest was destroyed, then choose a tree closest to where the squirrel was found.

**THREE.**  
If the baby's eyes are OPEN, place the baby on the tree trunk to encourage it to climb. If it does not climb, attach the open container to the tree.

If the baby's eyes are CLOSED, attach the open container to the tree.\*

\* For ideas and more detailed information, visit: <http://wildlifecenter.org/re-nesting-baby-squirrels>

# I Found a Baby Rabbit ...



Do any of the following apply to the rabbit?

- It is bleeding, has an open wound, or has a broken bone.
- It's been in a cat's or dog's mouth.
- It's covered in fly eggs [these look like small grains of rice].
- It's cold, wet, or crying nonstop.

YES

Take the rabbit to a wildlife rehabilitator or veterinarian.

NO

Is the rabbit fully furred with its eyes opened?

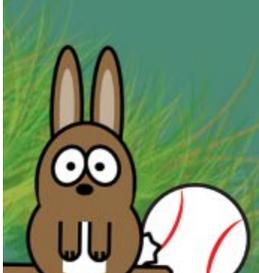
NO

Rabbits are a sensitive and high-stress species. Never chase a rabbit to capture it, and handle it as little as possible. Do not give food or water to injured or orphaned rabbits; they have very sensitive stomachs.

Locate the nest and put the rabbit back. You will not see a lot of activity at the nest; mother rabbits stay away to avoid leading predators to their young. To check for nest activity, lay four pieces of string in a tic-tac-toe pattern over the nest. Leave the area and check back in 12 hours. If the mother rabbit has returned, the strings will be out of place. If the strings are undisturbed, and the young rabbits have missed more than two feedings [early morning and dusk], the rabbits should be taken to a permitted rehabilitator.

YES

If the rabbit is larger than a softball and weighs more than 4 ounces or 100 grams, leave it alone! It is on its own and does not need human intervention.



## Cottontail Facts:

- Nest March - September
- Average Litter: 4-5 babies
- Litters per season: 3-4
- Disperse at 15-20 days old

Nests are found in shallow depressions on the ground [cottontails do not burrow], covered with soft grasses and lined with tufts of the mother rabbit's fur.

Mother rabbits are very secretive so they don't draw attention to their nests; it is very rare that you will see a mother rabbit coming and going.

Mom feeds her young only two times a day: at dusk and dawn.

## A Word about Mowing:

Do not attempt to mow within 10 feet of a rabbit's nest if there are babies present. Protect a nest during mowing by placing a plastic lattice laundry basket upside down over the nest. Remove after mowing.

For more information about what to do if you find a baby rabbit, visit [www.wildlifecenter.org/baby-rabbit](http://www.wildlifecenter.org/baby-rabbit)

Raising a wild animal in captivity is **illegal** unless you have a state permit.

# SAMPLE WORK SCHEDULE

WEEKLY PLAN July 19 - 25, 2019				
Wertheim National Wildlife Refuge ~ Dennis & Jo Lynne Roberts				
Date	Day < hours>	ACTIVITIES		
		Both	Dennis	Jo Lynne
19th	TUE			
AM	4 hrs.	STAFF MEETING MEET W/ ANN MARIE RE SCHEDULE FISH TANK TRAINING TOUR OF UPSTAIRS		
PM	Off		edge & trim by main entrance; litter main parking lot 2 hrs.	VISITOR CENTER DESK
20th	WED			
AM	Off	Front of Bldg trimming cont.;Blower: Butler Bldg front; regraded east approach to pipe bridge; 3 1/2 hours		45 MIN; Contact school re field trip
PM	Off	LAUNDRY		Note to field trip volunteers
				Movie
21st	THR			
AM	Off			
PM	Off			
22nd	FRI			
AM	4 hrs.	Sign Inventory (1 hr)	BEST BUY for computer repair (didn't workout)	DON'T KNOW
PM	Off			jL cook
23rd	SAT			
AM	4 hrs.		SECRETS OF THE FOREST GPS PROGRAM	VISITOR CENTER DESK
PM	4 hrs.	Fee Counting	Sign Inventory/photo developing	Work on consolidating volunteer info into notebook Sign Inventory
24th	SUN			
AM	OFF			
PM	OFF		HOUSE CLEAN/	Robin/Beck
25th	MON			

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## EMERGENCY INFORMATION

Police and Fire Departments: 911 if imminent danger

If not immediate danger, call FWS.

- Michelle Potter (Refuge Manager) at 631-848-7149
- Cindy Beemiller (Wildlife Refuge Specialist) at 631-245-5016
- Ann Marie Chapman (Visitor Services Manager) at 631-566-8693
- Monica Williams (Wildlife Biologist) at 631-848-7152

### Hospital near Wertheim

- **Brookhaven Memorial Hospital** Medical Center  
101 Hospital Rd  
Patchogue, NY 11772  
(631) 654-7100

#### **Driving From Wertheim**

Drive North on Smith Road. Turn left on Montauk (Hwy 80) at the stoplight traveling West 1.1 miles. Turn right on Horseblock Road at light and go North 2/10 mile. Turn right to ENTER HWY 27 WEST. Drive West on Sunrise Highway (Hwy 27) to Route 101 (Exit 55). Take Hwy 101 South for 1 mile. Brookhaven Memorial Hospital is on the right.

### **IMMEDIATE CARE FACILITY** Open M- F (9-7) Sat – Sun (9-5)

- Patchogue Urgent Care
- 152 N Ocean Ave, Patchogue, NY
- (631) 730-1189
- Directions: turn left on Smith Rd; turn left on Montauk Hwy 80; west to Patchogue, about 9 miles; right on Ocean, 3 blocks, facility on the left.