Buckeye Trail Association
Volunteer Handbook

Building Trail Stewardship through our Partners

Special thanks to our Partners in the support of the Buckeye Trail Association

Ohio Department of Natural Resources:
- Division of Parks and Watercraft
- Division of Forestry
- Division of Wildlife
- Division of Real Estate

National Park Service:
- North Country National Scenic Trail
- Cuyahoga Valley National Park
- Rivers, Trails, & Conservation Assistance Program

National Forest Service:
- Wayne National Forest

Metroparks:
- Cleveland Metro
- Five Rivers
- Geauga Park Dist.
- Greene County
- Great Parks
- Johnny Appleseed
- Medina County
- Miami County Parks
- Sandusky County
- Stark Parks
- Summit County
- Wood County Parks

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BUCKEYE TRAIL ASSOCIATION, INC.
PO Box 5, Shawnee, OH 43782 | buckeyetrail.org

Dear Buckeye Trail Volunteer,

Thank you for your interest in volunteering with the Buckeye Trail Association (BTA). Volunteers are the lifeblood of the BTA. Since 1959 BTA volunteers have carried the vision of Ohio's Buckeye Trail from an ambitious idea to an on-the-ground reality. Everything the State Trail of Ohio is today and will become is a credit to volunteers like you. Emma "Grandma" Gatewood purchasing the first cans of Buckeye Trail blue blaze paint, Trail Adopters stretching around the state, Buckeye Trail Crew members constructing the newest mile of the trail, Volunteer Staff coordinating and organizing our efforts, and Trustees of the BTA Board guiding the organization all contribute to the Buckeye Trail's shared mission and vision.

People volunteer for many reasons: an opportunity to give back for great hiking experiences, a sense of service to others, an appreciation of the unique ecology, history and geology of Ohio that can only be experienced from the trail, the camaraderie of working with like-minded volunteers, or in the case of trail work, a good excuse to stay in shape. Whatever your inspiration, the BTA depends on you and the volunteer leaders of the BTA are grateful.

While the BTA has celebrated its golden anniversary, we are still young and growing in many ways. This volunteer handbook is an attempt at gathering resources, policies and best practices in one place for your reference to assist your efforts to build, maintain, protect and promote the use of the BT. Consider this a living document and provide us with feedback to make it a more useful resource. Our goal is to assist volunteers in becoming skilled, knowledgeable, supported, safe, productive, efficient, satisfied, and in good company. Please assist us in reaching this goal.

I am proud of the monumental accomplishments of our volunteers over the years and excited to be part of the vision of the BT in the years to come. I hope you are too and that you enjoy the satisfaction of a job well-done, new friendships around the trail, new skills and experiences, and all the sunsets and campfires the outdoors can provide. If you do not hear it often enough – Thank you for all you are doing for Ohio's Buckeye Trail!

Work hard, be safe, have fun, and see you on the trail,

Andrew Bashaw
Executive Director

1. Thank you for Volunteering

The Buckeye Trail Association (BTA) relies heavily on volunteers like you to achieve its mission. In many ways we consider ourselves a very large family. We appreciate that our volunteers choose to give of their time and talents.

Whether you are here because of your love of the Buckeye Trail (BT) or to gain experience in a new field, we want to help you make the most of your experience. Our volunteer leaders strive to meet the needs and interests of fellow volunteers. Please join us with a sense of humor and an open mind.

Volunteerism on the Buckeye Trail

Our goal is to provide positive opportunities for dedicated, caring volunteers to improve access to the diversity of landscapes and BT experiences, and create a lasting legacy for the BT and BTA.

Our vision for the BTA Volunteer Program is to create and sustain a solid base of dependable volunteers who have the opportunity to improve themselves and their local communities around the BT. Volunteers in the BTA Volunteer program enjoy meaningful work, working with others, getting good work done and they feel properly thanked for their contribution to the BT. The BTA is Ohio's Best Volunteer Corps. Our core values include camaraderie, fun, education, diversity, quality of work, positive reinforcement, commitment, meaningful tasks, self-motivation, welcoming, respectfulness, and professionalism.

A Learning Experience

Your value as a volunteer increases with your knowledge of the BT and BTA. Approach each job you do with an open and inquisitive mind and learn all you can about it. There are so many ways to engage and learn more about the trail. In this handbook, you will find some helpful resources to get you started. Don't forget that you are part of the BTA and the more you know, the greater the knowledge base of the BTA. And what's the point of having knowledge if you do not share it? Please share what you learn with the rest of us for the benefit of the BT.

Enjoy Yourself

Volunteering can be a life-enriching experience. Opportunities and rewards abound, but most of all, it can be a lot of fun! With an open mind, a positive commitment to success, a sense of humor, enthusiasm, and consideration of others, you can have a rewarding and memorable experience on the Buckeye Trail. We look forward to sharing this great experience with you. Welcome to our BTA family!

2. Overview of the Buckeye Trail and Buckeye Trail Association

A Brief History

In 1958 Merrill Gilfillan of the Ohio Department of Natural Resources (ODNR) wrote an article for the Columbus Dispatch proposing a Buckeye Trail from Lake Erie to the Ohio River. He hoped the trail would encourage young people to slow down and learn about their native land. Spurred on by the article, a small group of people met with Merrill in Columbus to discuss building such a trail. In June 1959, they formed a non-profit organization - The Buckeye Trail Association.

The first 20 miles were dedicated on September 19, 1959 in Hocking County. The 34 people who made that dedication hike included BTA's Emma "Grandma" Gatewood and other early leaders. From that beginning, the trail has grown to over 1,400 miles. It was completed in 1980 near Deer Lick Cave in what is now the Cuyahoga Valley National Park.

Today the BTA is in essence a large volunteer program led primarily by devoted volunteers with a focus on building, maintaining, protecting and promoting our singular hiking trail. The BTA does not receive base funding from any state or federal agency; we rely mainly on the generosity of our membership base, the investment of our volunteers, and special fundraising events throughout the year.

Buckeye Trail Association Mission

The BTA is the leader in building, maintaining, protecting and promoting the use of Ohio's longest scenic hiking trail for our citizens, communities and partners. We provide outdoor recreation, opportunities to volunteer, education, access to the varied resources of Ohio and local economic benefits.

Vision for the Buckeye Trail and Buckeye Trail Association

The BT, Ohio's State Scenic Trail, is a sustainable hiking trail that provides a safe and unique experience throughout the state reflecting the diverse resources, people and stories of Ohio. The trail is a dedicated, recognized and protected route developed and maintained by the BTA, an organization reflective of the diversity of the trail. The BTA works in close partnership with communities, organizations and agencies around Ohio creating a legacy for present and future generations.

Ohio's Buckeye Trail

The BT traverses over 1,400 miles linking the "four corners" of Ohio through 48 counties. The BT follows wooded footpaths, abandoned railroad corridors, canal towpaths, rivers and lake shores, country roads, and multi-purpose trails, within both rural and urban settings. The trail provides public access to Ohio's scenic and historic diversity. The BT is open to all, made possible through the permission and cooperation of federal, state, local agencies, private landowners and the tireless work of volunteers. The BT was designated as Ohio's State Trail in 1967 and today it is the longest loop trail in the country. The Buckeye Trail is also proud to host large portions of the 4,600-mile

North Country National Scenic Trail (NCNST) and the 6,800 mile American Discovery Trail (ADT) co-located along its route.

Today the BT is made up of a mosaic of different types of landowners and managers and the BTA itself continues to invest both in the BT's physical development as well as actively promoting its use and enjoyment. Unique among other great causes we are building the resource we are enjoying, and sharing with everyone at no cost to the public.

Land Management Partners

Many landowners are connected together by hosting a portion of Ohio's Buckeye Trail. By hosting the BT each is doing their part to see the vision through. Through ownership each of these land managers is able to set the rules for trail use and volunteer activity. Please refer to our list of state, federal, county and local land managers and become acquainted with what it takes to hike and volunteer on the BT across their lands. Many agencies have their own volunteer programs with their own policies, procedures, and recognition. If you would like to volunteer on the BT across their lands you may be able to serve as an ambassador between our organizations.

Trail Partners

In addition to landowners hosting the BT, we have many great trail partners that identify portions of the BT as their own independent trail. Some were created before the BT in 1959, and some since, but we are proud to work with all of them to encourage people to get out and hike as well as volunteer. As with our land managing partners we encourage you to get to know our partners and become familiar with their volunteer program benefits and needs. Our trail partners are actively

developing and promoting co-located trails including the North Country National Scenic Trail, the American Discovery Trail, the Ohio & Erie Canal Towpath, the Ohio to Erie Trail, the Miami & Erie Canal Corridor, the Little Miami Scenic Trail, the Firelands Rails to Trails and the North Coast Inland Trail. Don't forget that hikers and volunteers serve as ambassadors of the BT and the BTA, be sure to introduce yourself and help represent us to our great partners.

Buckeye Trail Association Focal Areas

Like the "four corners" of Ohio that the Buckeye Trail touches, the BTA operates under four main focus areas. These include; Trail Management, Trail Preservation, Trail Promotion, and Administration.

Trail Management: The "building and maintaining" part of our mission including the construction of new off-road hiking trail and maintenance of our existing off-road trail. Our Buckeye Trail Adopter program, the Buckeye Trail Crew and local chapters of the BTA tackle our on trail manual labor needs.

Trail Preservation: This is the "protect" part of our mission, including good stewardship of property that the BTA owns or has a trail easement on, finding new projects and funding sources to preserve lands, and working with BTA conservation partners to preserve the trail corridor and protect existing trail from incompatible uses.

Trail Promotion: This includes educating the public about the BT and providing information to our members to build awareness and enjoyment of the BT. We use a variety of outlets including; evolving social media, the quarterly Trailblazer magazine, organizing special events like Buckeye TrailFest, hikes, workshops, presentations, speakers and socializing. The Cartography Team produces our BT hiking maps and many BTA volunteers step up to represent the BT and BTA at a variety of local and regional events with the BTA display.

Administration: The day-to-day operations of the BTA and special projects are carried out by the BTA Board of Trustees, volunteers, and paid staff who keep things going behind the scenes. Duties of this portion of the organization include Board Committees for the BTA Century Barn, scholarships, membership, finances, fundraising and many more.

3. BTA Volunteer Program:

Who Can Volunteer for the Buckeye Trail?

Anyone can volunteer! But keep in mind that volunteers must be able to perform the essential function of the position. There is such a variety of volunteer needs within the BTA that there is something for every volunteer's ability. Kids are also welcome to volunteer, however when less than 18 years of age, a parent or guardian must be present. Some positions require specific skills and abilities and volunteers must be physically able to carry out the job agreed upon. If you have

technical skills and can provide other BTA volunteers with training, we would love to have you share your knowledge and experience.

Such skills can include: First Aid/CPR, GIS/Mapping, Chain sawyer or Crosscut Saw, Trail Design and Construction, Land Management, any of the above volunteer interests or roles.

Volunteer Opportunities for Individuals

There are many different types of volunteer positions working on the trail or within the organization. Volunteer opportunities range from manual labor to the clerical work necessary to sustain the BTA. Opportunities exist for both long-term, seasonal and one-time volunteer service. You may browse the current Volunteer Positions Descriptions located in the Appendix, visit the BTA volunteer webpage at www.buckeyetrail.org/volunteer, or call or email the Volunteer Coordinator for more information.

Most of the volunteer opportunities available with the BTA are individual volunteer positions; however, there are many opportunities to work cooperatively with other like-minded volunteers. The organized programs that volunteers can enjoy include: Trail Adopters, Buckeye Trail Crew, the Local Chapter system, and administrative/organizational support positions.

The Trail Management Team is responsible for the overall management and direction of the Trail Adopter and Buckeye Trail Crew programs. These volunteers work together behind the scenes to handle trail work party scheduling, volunteer recruitment, training, and communications. The Team also serves the important role of decision making on proposals related to BT planning, routing and handling of immediate trail decisions. While not for everyone, there is a lot of interest in volunteering out on the trail so our programs are described in more detail here.

Buckeye Trail Adopter Program

The BTA has maintained a Trail Adopter program for more than 50 years. The program works through our 26 Section Supervisors supporting Trail Adopters ensuring that the BT is maintained, open and blazed with buckeye blue paint. Those who adopt a section feel a sense of ownership as trail stewards and have a commitment to the mission of the BTA. Most Trail Adopters maintain a few miles or so of trail while others may maintain many miles. What does it take to keep the trail open? That depends on geography, weather, land management practices, natural disturbances, amount of local trail use and other factors. Some require mowing, while others simply need vegetation pruning and touch-up paint blazing.

Many Section Supervisors are Trail Adopters themselves. Section Supervisors assist Adopters and are responsible for recruiting and interviewing applicants, describing volunteer positions, explaining safety precautions, providing job-specific training, providing loaned equipment, and setting volunteers' schedules. As an Adopter your Section Supervisor will likely be the person you interact with the most.

The BTA has other useful resources for trail adopters. You can access the **BTA's Trail Adopters Handbook** on the BTA website or by emailing the Volunteer Coordinator.

Trail Adoption

- Trail Building
- Clearing Brush/Paint Blazing/Trail Monitoring
- Shelter/Facilities Maintenance

Section Supervision

- Section Supervisors are adopters that have shown exemplary care and attention to detail, and would like to take on more responsibility
- Recruiting, organizing and supporting Trail Adopters
- Communicating opportunities and issues with Trail Management Team

The Buckeye Trail Crew

The Buckeye Trail Crew is the BTA's highly skilled volunteer trail building crew with scheduled weekend and week- long work parties around the 1,400+ miles of the Buckeye Trail throughout the year. The Crew's main purpose is to build new sustainable BT to National Park Service (NPS) standards to replace existing on-road routes of the BT. Buckeye Trail Crew Work Parties try to emphasize both words - Work and Party. Volunteers can spend up to five continuous days at work, building and improving sections of trail, while the evenings are spent gathered together in camp, enjoying the camaraderie of fellow volunteers.

The Buckeye Trail Crew has been organized since the 1990's, and averages around 7,500 hours of volunteer service towards moving the BT off road each year. The Crew employs the latest techniques in trail building relying mainly on the use of hand tools and good old fashioned hard work to create the level tread and primitive trail structures necessary for a positive hiking experience.

Becoming a member of the Buckeye Trail Crew is simple, just show up at any of the scheduled work parties posted on the BTA website events calendar. No prior trail building experience is required. The Crew is an excellent way to learn the skill from those with years of experience. You do not need to bring any of your own tools; provided tools and training are part of the Work Party experience. Motivation is the only requirement. People of all ages have been a part of a work party, doing as much as they feel they can. Working with the Crew is a unique way to discover hidden gems of Ohio, meet like-minded volunteers, and give back to Ohio's outdoor community.

The Buckeye Trail Crew usually works from March through June, then resumes in September through early November, each year's schedule is set in the previous fall. The Crew is sometimes served by the Buckeye Chuckwagon, a full-service camp kitchen that fuels our volunteers! Check this year's Trail Crew schedule to see if there is a Work Party coming up near you. If the Work Party you plan to attend is listed as a "Chuckwagon Event" you can also contact the BTA Chuckwagon team at chuckwagon@buckeyetrail.org to secure your free food at the Work Party. Volunteer opportunities for the trail crew are as follows:

- Cooking/Preparing Food for Groups
- Carpentry
- Tool Maintenance

- Trail Building
- Trail Crew Leader
- Trail Maintenance
- Trail Rockwork
- Shelter/Facilities Construction Maintenance
- GPS/Map Reading

Volunteer Opportunities for Groups

Volunteer opportunities provide great team-building experiences for corporate groups, community organizations, youth groups, and schools. For example, groups can help organize hikes, join a scheduled Buckeye Trail Crew event, assist an Adopter with larger trail maintenance projects, landscaping, painting buildings/bridges, removing invasive species, trail-side trash cleanups and other meaningful projects. Contact the Volunteer Coordinator for existing group opportunities and to share your ideas. Some opportunities are listed here beyond trail work.

Invasive Species Removal/Restoration

BTA Century Barn

- Clearing Brush/Yard Work
- Construction/Carpentry
- Shelter/Facilities Maintenance

Diverse Volunteer Interests

We enjoy the challenge of finding some need in a statewide non-profit organization that can make productive use of someone's time, interest and skills. Here are multiple types of interests we have identified. If you have an interest, we'll try to find an application to benefit the BT!

Trail Management:

Trail Management Team

- Volunteers who have experience and would like to take an active role in managing other volunteers and dealing with trail issues that may arise
- Organizing and supporting Buckeye Trail Crew and Trail Adopter Programs
- Decision making on routing and negotiations to improve the BT

Trail Preservation:

Trail Preservation Committee

- BTA or Partner property monitoring
- Property ownership research
- Real estate services

Trail Promotion:

- Exhibits and Public Speaking - Representing the BTA at public events

- Planning/creating or attending outreach events: Buckeye TrailFest, EGGS Hike, Winter Hikes, Run 4 Blue Blazes, etc.
- Publicity - Media releases, newspaper articles, online outlets
- Social Media- Facebook, Twitter, Instagram, etc.
- Working with Youth/Schools
- Chapter Development
- Membership Development/Activity
- Marketing
- Trailblazer: Producing our quarterly membership newsletter
- Website Design
- Writing and Editing - Trailblazer, website, and creative writing
- Advocacy - Working with federal, state and local governments
- Trail Angel-ing - Happily Help Hikers along Ohio's Buckeye Trail
- Leading hikes

Administrative/Organizational Support:

- Accounting/budgeting
- Artistic/Graphic Design/Photography
- BTA Board of Trustees - Elected at our annual meeting.
- BTA Board Committee Membership (Not just for BTA Trustees)
- Computer services -Data Entry/General Competence
- Computer services: IT/Hardware
- Computer services - Database Design
- Fundraising
- Legal Services
- Membership services
- Office/Clerical
- Grant Writing

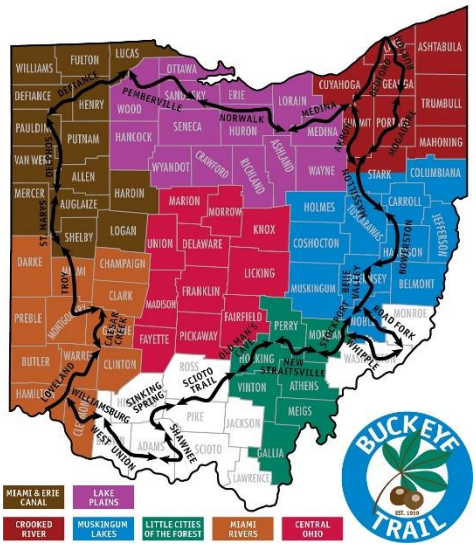
Special Interests/Other:

- Ohio History
- BT Historian
- Veteran Opportunities

Internship Opportunities

Unpaid internships are available with the BTA, most often coordinated by the BTA's Executive Director from the BTA's office in the Village of Shawnee, OH. Internships elsewhere along the trail will be considered for highly motivated and independent interns. Other internships that benefit the BT may be available through our agency partners such as the Cuyahoga Valley National Park, Wayne National Forest or county park districts. We strive to create positive and productive work for interns that meets a BTA need in the time available, while furthering the growth of the intern's skill set and career goals. For questions about BTA internships, contact the BTA Executive Director.

Chapters



Chapters are microcosms of the whole BTA, taking on the challenge of the mission of the BTA locally. Chapters assist in building, maintaining, protecting and promoting the use of Ohio's Buckeye Trail in their own defined region. They host local work parties, hikes, and other get-togethers. Usually several "Sections" of the BT come together to form a chapter, currently the BTA has six chapters around Ohio. See the list below to find out what chapter you might be closest too!

Current Chapters:

Central Ohio – Greater Columbus Area (No Buckeye Trail Here! Members assist the other chapters and sections when there is a project that needs completed)

Crooked River – Northeast Ohio (Akron, Mogadore, Bedford, Burton)

Lake Plains – Northern Ohio (Pemberville, Norwalk, Medina)

Little Cities of the Forest – Southeast Ohio (Old Man's Cave, New Straitsville, Stockport)

Miami Rivers – Southwest Ohio (Williamsburg, Loveland, Caesar Creek, Troy)

Muskingum Lakes – Eastern Ohio (Massillon, Bowerston, Belle Valley)

Miami & Erie Canal – Northwest Ohio (Delphos, Defiance, St. Marys)

New Chapters being formed:

Appalachian Foothills – Southern Ohio (Scioto Trail, Sinking Springs, Shawnee, West Union)

Wilderness Loop – Eastern Ohio (Road Fork, Whipple)

4. How to Volunteer with the BTA

If you have determined that volunteering with the BTA is something that interests you and fits your lifestyle but have not become an official Buckeye Trail Volunteer yet, you can change that in just a few minutes by following the steps below.

The steps to becoming an official BTA volunteer differs depending on the role that you are looking to perform. Your primary contacts for your volunteer efforts will be the BTA volunteer coordinator and your local section supervisors.

Volunteer Agreement (Appendix)

Before you begin your volunteer service for the Buckeye Trail you must first sign the BTA's volunteer agreement. Please take a couple minutes to read and fill out the **BTA Volunteer Agreement Form** located on pg. 28 of this document. You can then mail it in to the BTA Office (PO Box 5 Shawnee, OH 43782) or scan it and send a photocopy to the BTA Volunteer Coordinator at volunteer@buckeyetrail.org. You can also find this form on the buckeyetrail.org website. If this step is not completed before applying for a volunteer position it is not a big problem, you will simply be sent another copy by the Volunteer Coordinator and asked to fill it out before beginning your

volunteer service. Once you have submitted the agreement form proceed to the steps below to find your perfect fit as a BTA volunteer. However, once the form has been submitted you are an official Buckeye Trail Volunteer! Welcome to the family.

Applying for Volunteer Roles

To start the volunteer process, please complete the online application linked from the BTA website to provide basic contact information and to identify the type of volunteer experience you are looking for. Below is a list of the primary BTA volunteer roles along with the steps you should take to get volunteering as quickly as possible!

1. Trail Adopter

a. Contact the BTA Volunteer Coordinator:

If you have further questions about becoming a trail adopter, or other forms of volunteerism, you can always contact the BTA volunteer coordinator at volunteer@buckeyetrail.org. The volunteer coordinator maintains regular office hours and is there to get you the information you need. Once you have clarified any questions about the position the volunteer coordinator will be able to direct you to a local section supervisor, and can contact them directly for you as well. Your local section supervisor will then place you at an area of trail that is in need of maintaining and is a distance of your liking.

b. Contact your local Section Supervisor:

To do this you must first know your local section of the buckeye trail. You can find an overview map of the BT on our website http://buckeyetrail.org/overview.php. Each section supervisor has a buckeye trail email address that is the name of the section followed by @buckeyetrail.org. For example if you are looking to contact the Caesar Creek Section Supervisor you would email caesarcreek@buckeyetrail.org, or for the Akron Section, akron@buckeyetrail.org. Your Section Supervisor is the person who knows the BT the best in your area. They will be able to place you on a part of the trail that needs maintained or will know if the area that you are interested in maintaining is in need of an adopter. Remember that Section Supervisors are volunteers too! Please give them adequate time to respond to your inquiry, or contact the Volunteer Coordinator.

2. Buckeye Trail Crew

(See Pg. 11 for more info) Check out this year's work party schedule at http://buckeyetrail.org/workparties.php. Each work party may have a different contact to best RSVP if you plan to attend. This information is available at the above webpage as well, along with the time, place, and date. You can also contact the BTA volunteer coordinator for more information. Work Parties however, are open to the public. Feel free to just show up and come and go as you please. The Trail Crew usually starts work at 8:30 AM and works until 3:30 PM. Also remember to contact the BTA Chuckwagon at chuckwagon@buckeyetrail.org to secure your free food if the work party is listed as a "Chuckwagon Event".

3. Chapter Work Parties & Events

Getting involved with your local chapter is a great way to meet other like-minded volunteers and build the buckeye trail family in your community! Chapters host volunteer opportunities such as hikes, trail work days, special events, and more. You can find your local chapter at https://www.meetup.com/pro/buckeyetrail/. You can also find your local chapter on Facebook (See Pg. 14 for a list of BTA chapters.)

4. Administrative Work

Contact the BTA volunteer coordinator (volunteer@buckeyetrail.org) to inquire about administrative roles that may need filled in the organization. You can see a list of some of these potential roles http://buckeyetrail.org/othervolunteer.php.

5. Orientation & Training

The BTA provides some training opportunities for volunteer positions in addition to on the job training. Most training involving the physical trail will be on site with the Buckeye Trail Crew or your Section Supervisor. Training for positions that are outside the realm of trail building and

maintenance will be on a one-on-one basis with your volunteer leader. For all volunteers this handbook serves as your general orientation to the organization and the policies and procedures of the BTA.

There are various training opportunities that will help increase your skill set, improving your work for the BTA as well as your personal growth. We offer limited training by BTA staff but we want to highlight some of the opportunities offered by our partners.

Trail Management Training

Trail building and maintenance opportunities include peer to peer on the trail training with the Buckeye Trail Crew and workshops during Buckeye TrailFest. Other periodic trail skills training available to BTA volunteers, such as working with boulders, carpentry or trail design, will be announced to registered BTA Volunteers. If you are interested in having BTA staff lead trail building or maintenance training locally, just let us know and we'll work with you to organize a training event. Here are some other notable training resources:

- International Mountain Biking Association (IMBA) trail building schools
- North Country Trail Association (NCTA) online training: https://northcountrytrail.org/volunteer/volunteer-resource-center/
- North Country Trail Association annual conference workshops
- Partner agency volunteer program training such as the Cuyahoga Valley National Park, Five Rivers Metroparks and many more.
- American Trails website: https://www.americantrails.org/
- National Conservation Training Center (NCTC): https://training.fws.gov/
- Appalachian Trail Conservancy (ATC) Trail Crews

Trail Preservation Training

Locally, a land trust may organize a program that would be useful in one's volunteer duties with the BTA. As a member of the Coalition of Ohio Land Trusts the BTA has many land trust partners around the state. Workshops, webinars, and training materials may be provided by the umbrella organizations such as the Coalition of Ohio Land Trusts (COLT), the Land Trust Alliance (LTA), and the Pennsylvania Land Trust Association (PALTA) or their members.

Land Management Training

The BTA does not offer an in-house program for land management; however, training is important for managing BTA owned properties as well as proper techniques for managing the narrow trail corridor of the BT through partner lands. For instance, knowledge of how to properly prune a tree so it remains healthy, yet out of the trail corridor, and other useful land management tools. Some local organizations that may provide this type of training include:

- Ohio Division of Forestry-Urban Forestry Program - Certified Arborist program
- Ohio State University Extension - Ohio Woodland Stewards Program and COVERTS
- American Tree Farm System
- County Soil and Water Conservation Districts (SWCD)
- National Conservation Resource Service (NRCS)
- Ohio Woodland Interest Groups

Cultural and Natural History Training

The BTA does not have regular training on the wealth of Ohio cultural and natural history, though this knowledge base is very important to truly appreciate the landscapes through which the BT passes. We encourage you to attend local training given by organizations such as the Ohio Certified Volunteer Naturalists (OCVN) - Ohio State University Extension Office. Programs provided include: Ecological Concepts, Environmental Education and Interpretation, Exploring Ohio's Watersheds, Aquatic Life, Stewardship, Geology, Soils, Plants, Forests, Insects and other macroinvertebrates, Reptiles & Amphibians, Birds, and Mammals.

Organizational Training

We need to learn more about growing a strong organization as much as building a great trail. If you are interested in strengthening the 501(c)3 nonprofit, membership and volunteer-based Buckeye Trail Association help us find capacity building training and attend on our behalf. Bring that knowledge back to the BTA so we can keep up with changing times.

Eppley Institute Online Training

The Eppley Institute is Indiana University's unique outreach program for the parks, recreation, tourism and public land management professions. The institute works to enhance the quality of natural, cultural, and recreational experiences for all people. All volunteers are invited to take FREE online training through the Eppley Institute. https://provalenslearning.com/courses?partner=93

Training from BTA Staff

Many longer-term BTA Volunteer Staff have years of experience achieving the mission of the BTA and can provide you with additional insight and knowledge on specific volunteer jobs. If you can identify

an educational need, we will try to connect you with someone within the BTA with experience to assist you in your volunteer work.

6. Rights and Responsibilities of a Buckeye Trail Volunteer

A philosophy of the BTA Volunteer Program is to provide volunteers the equal attention, support, direction, and recognition provided to paid staff. BTA Volunteers are given real responsibility and are accountable for meeting those responsibilities. Volunteer leaders are expected to provide a forum for discussion of problems related to volunteer responsibilities and to give periodic informal appraisals, evaluations, and appreciation.

As a volunteer, you should understand your rights and responsibilities, be able to give and receive honest feedback, and to have an opportunity to say "no" or request changes.

Buckeye Trail Volunteers have the right to…

- Be treated like paid staff
- Receive acknowledgement and benefits
- Receive adequate orientation, training, and supervision
- Receive support, direction, and recognition from supervisors and staff
- Receive Worker's Compensation for injuries that occur on trail that coincides with the North Country Trail while working within the scope of their assigned duties
- Have their time used efficiently
- Be assigned jobs that are worthwhile and challenging
- Be made aware of the overall operation of the Buckeye Trail
- Have opportunities for personal and professional growth
- Have adequate feedback and evaluation
- Have the opportunity to give suggestions or say "no" to a project
- Be treated with respect by BTA Volunteers and Staff

Buckeye Trail Volunteers have the responsibility to…

- Become familiar with this resources, policies and procedures in this handbook
- Attend training sessions provided to all volunteers as possible as well as those specific to each position
- Follow the BTA Board of Trustees policies and guidelines
- Have a solid, foundational understanding of the Buckeye Trail
- Act within their assigned responsibilities
- Put forth an honest effort into their work
- Have a professional and courteous manner to everyone while representing Buckeye Trail Association
- Be on time for volunteer duties and provide timely notification to the supervisor of any absences
- Communicate effectively with their volunteer leader and ask questions when appropriate
- Engage with the public and answer their questions if you are able or refer them to someone who can

- Know their time and physical limitations in regards to their volunteer position
- Notify their volunteer leader and the Volunteer Coordinator prior to resigning from their volunteer position
- Record and report volunteer hours accurately and in a timely manner

Volunteer Time Commitment and Recording Your Hours

Some positions have more flexible schedules than others. For some, such as internships there may be a set working schedule and time commitment. For other positions, you may be asked to commit to a couple of hours per week or per month. Other projects occur on a one-time basis. Ask your volunteer leader about the time commitment for your position. A volunteering schedule that works for both you and your volunteer leader can be established before you begin. If you find that you are unable to meet the requirements of a position a different volunteer activity may work better for you.

The investment of your time with the BTA is important, it is a generous donation of work toward our mission that the BTA could otherwise not afford. It is important that our time is recorded to help show the total investment citizens are contributing to the daily operation and growth of the Buckeye Trail. Some important sources of funding and recognition for the BTA Volunteer Program are influenced by the total number of hours reported each year. Your volunteer leader will explain how your volunteer hours will be tracked. Travel time to and from your volunteer site should be included in your overall volunteer hour total.

We also track your hours so we can recognize you for your contribution. As a volunteer you support the BTA with the work that you do and with the amount of time you give. It is critical that all your volunteer hours are recorded accurately.

7. Policies & Procedures

As a volunteer you serve as an ambassador of the BT and BTA in the eyes of the public, your communications should reflect BTA policy, not necessarily your own opinion. We know you mean well, but if you are unsure of BTA policy or feel that your personal opinion may conflict with BTA policy, please hold your comment and ask your volunteer leader or BTA staff for clarification.

The following are some of the specific policies that volunteers should be aware of:

Non-Discrimination Policy

Volunteers and trail users are welcomed from the public without regard to race, creed, religion, age, sex, sexual orientation, national origin, or disability.

Zero Tolerance Policy for Sexual Harassment and Discrimination

The BTA has a zero tolerance policy for sexual harassment and discrimination. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of unreasonably interfering

with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Volunteers will not make comments or jokes based on race, ethnicity, sex, age, national origin, disability, religion, or sexual orientation. Discrimination is cause for termination from the volunteer program. Please report concerns immediately to the BTA Volunteer Coordinator.

Drug and Alcohol Policy

The BTA prohibits the use, consumption of, or being under the influence of alcoholic beverages or drugs by any volunteer during any BTA function or event where the volunteer is "on duty" or actively engaged in volunteering for the BTA. In no event may any underage individual consume alcohol, at any time, and all volunteers are required to comply fully with all laws regarding drugs and alcohol. Occasions when alcohol may be consumed are at the full discretion of the BTA. At such events, all personnel are expected to exercise good judgment and moderation. It is the sole responsibility of the volunteer to know the rules and regulations, pertaining to alcohol use, of the land manager/owner where the event is being held. For example, some State Parks may not allow the consumption of alcohol at any time while on park property. The BTA is not responsible for those who chose not to abide by the rules of the land manager. Failure to abide by the BTA rules of alcohol and drug consumption and the display of any conduct deemed detrimental to the organization are grounds for removal from the BTA volunteer program; and the BTA reserves the right to dismiss any such volunteer.

Youth Policy

While volunteers of the BTA work with organized youth groups often it is important to note that the BTA does not have its own official "Youth Program". This means that BTA volunteers should work with youth groups along with that group's designated leader. For example, a group volunteering on the BT through a scout program is being led by scout leaders who have accepted responsibility for those youth. BTA volunteers are encouraged to recruit, train, supply, and work alongside these great groups but BTA volunteers should not be left alone with youth.

News Media Policy

Normal Operations: If you are approached by the media during normal operations as a BTA volunteer, you must first understand what they are asking of you. If they want to do an interview about your experiences as a volunteer, feel free to express your personal opinion, however if it concerns policy and procedures, forward them to your volunteer supervisor. Your supervisor may then direct them to contact the Executive Director regarding the formal communication from the BTA.

Major Incident(s) or Management Issues: If you are approached by the media during a major incident or regarding a management issue, please direct questions and inquiries to the Executive Director or President of the BTA. While you are working as a BTA volunteer, do not speculate on the incident or issue or give your personal opinion, even if asked.

BTA Branding Policy

Buckeye Trail Volunteers and staff have worked very hard in recent years to create a consistent, recognizable and quality brand. The BTA brand incorporates styles of font, color schemes, logos, taglines, and other graphic elements to build a greater awareness of the BT and BTA within the general public. If you have a need for any of these elements in the creation of a BTA event or promotional product please contact BTA staff and we will share it.

Equipment Use Policy

***Use of BTA Equipment*:** The same care should be taken while using BTA equipment as if it were your own. The BTA has limited funds to buy new items so field equipment should be properly maintained before each work session on the trail, paper should be reused in the office, ink should run completely out before replacing, and displays should not be damaged. Equipment eventually breaks so please notify your volunteer supervisor of equipment wear and tear so that we can ensure that the next volunteer has the tools they need in good working order.

***Use of Personal Equipment*:** Volunteers should use BTA-owned equipment and property in their work whenever possible, rather than their own personal property. If a volunteer does use his or her personal property or equipment for official BTA purposes (when BTA equipment may be lacking for an event or project), and that property is lost, damaged or destroyed in the process, the volunteer may not be reimbursed for the loss.

Volunteer Compensation

You may not receive compensation for any activity that is related to your volunteer duties. Sometimes visitors may wish to tip you for a program. Instead, notify them of our donation programs or suggest they become a member of the BTA.

Volunteer Money Handling Policy

As a nonprofit community-based organization, it is important that the BTA be able to raise money to support our important mission. It is also important that we responsibly adhere to generally accepted accounting principles that guard the BTA and its volunteers from mismanaging funds as well as that perception. For this reason, the Treasurer of the BTA is able to authorize selected individuals who have been trained and adhere to a detailed policy to handle cash, most often related to public events where cash donations or payments and for Buckeye Trail Shop inventory.

Chainsaw Use Policy

The Buckeye Trail Association endorses the U.S. Department of Agriculture (USDA) Forest Service and the National Park Service (NPS) approach to the administration of their respective employee worker-safety programs and joins with those agencies in the administration of safety programs to protect volunteers and employees working on the Buckeye Trail.

Individual BTA Volunteers have primary responsibility for their own personal safety and for compliance with the requirements for chainsaw and crosscut saw operators. Furthermore, each volunteer assumes personal responsibility for following volunteer leader directions, assessing his or

her own physical condition and preparedness for engaging in trail-work activities, and coming properly equipped and clothed in a manner appropriate for the location, duration, weather conditions, and proposed work.

The BTA follows current individual safety requirements that apply to federal employees in those agencies but recognizes that volunteers may require additional time, resources and assistance to meet agency requirements and goals. Those requirements can be found in the USDA Forest Service Health and Safety Code Handbook "Minimum Requirements for Chainsaw Operation" (Section 22.48, pages 20-47 through 20-62) and "OSHA General Requirements for Logging Operations." The BTA encourages volunteers to maintain current voluntary services agreements with their federal agency partners.

To the extent financially feasible, BTA will: seek public funding to fully implement training and equipment programs necessary for safety management, provide personal protective equipment (PPE) meeting current best management practices to its certified operators, reimburse approved volunteer expenses for first-aid/CPR training and PPE purchases.

Buckeye Trail Use Policy

The Buckeye Trail was originally envisioned as a long-distance hiking trail and the Buckeye Trail Association continues to carry that vision. However, since 1959 the BT has been co-located with other types of recreational use trails across many different landowner hosts around the state. The BTA continues to advocate for a hiking-only trail, that is the type of trail our volunteers build and maintain, but we respect the decisions of landowner hosts of Buckeye Trail. When separate but equal trails for different uses are not available BTA Volunteers work closely with land managers and other trail user groups to design, build, and manage the trail experience to mediate potential trail impacts and user conflicts. Any impacts or conflicts should be brought to the attention of the volunteer leaders.

Complaints

We are not perfect, but we want to learn about our weaknesses and improve. We need your assistance and your patience. Any complaint dealing with fellow BTA Volunteers or partners should be shared with the BTA Volunteer Coordinator. If a complaint should deal with the professional staff of the BTA it should be shared with the President of the BTA.

Ending a Buckeye Trail Volunteer Agreement

Both the volunteer and BTA may end the volunteer agreement for a variety of reasons at any time. Reasons may include, but are not limited to, any personal reason of the volunteer such as a change in the amount of available time for the BTA, failure to perform their expected duties, and conduct that misrepresents the BTA. This means that you can decide to stop volunteering at any time or that the BTA may have to dismiss you.

Inappropriate Volunteer Behaviors:

A. Reveal any BTA proprietary or confidential information.
B. Handle money unless trained and authorized by the Treasurer of the BTA.
C. Destruction, damage, avoidable wastage, theft or unauthorized use of property that is not the property of the volunteer.
D. Reporting for my assignment while under the influence of alcohol, narcotics or other controlled substances.
E. Consuming alcohol prior to or during activities that may harm yourself or others or may misrepresent the BTA.
F. Failure to observe safety practices, rules, regulations and instructions.
G. Failure to promptly report to your volunteer supervisor or to another volunteer leader any injury or accident sustained while fulfilling your volunteer assignment may lead to ineligibility under BTA insurance coverage.
H. Negligence that results in injury to others.
I. Misrepresenting yourself as speaking for the BTA and making statements or taking other actions that are intended to or could reasonably be expected to damage the integrity or reputation of the BTA.
J. Sexual or racial harassment or other unlawful discrimination toward another volunteer or member of the public.
K. Engaging volunteers or members of the public in religious instruction, proselytizing, or worship while working with them during a volunteer assignment.
L. Acting in a manner inconsistent with common sense rules of conduct necessary to the welfare of the BTA, its staff members, members, volunteers and the general public we serve.

Your Safety and Protection

We take the safety and well-being of our volunteers very seriously. You will receive on the job training in the safe operation of any tool or activity you are asked to perform. Although we strive to provide the safest environment for our volunteers, emergency situations and accidents can, and do, occur. Immediately report all volunteer accidents to your supervisor. First aid kits are located with Buckeye Trail Crew leaders.

National Park Service Volunteer In Parks Workers Compensation and Tort Claims

If you are working on a section of the Buckeye Trail that is also the North Country National Scenic Trail (approximately 800 miles between Zoar in the east and Napoleon in the northwest, crossing through the southern half of Ohio) you will be asked to sign a NPS VIP Volunteer Agreement that will allow you to be covered by Federal Workers Compensation if you are hurt while volunteering if you are on a North Country National Scenic Trail section of the Buckeye Trail (unless you are already a member of the BTA in which case the BTA has an agreement with the National Park Service covering all BTA members and registered volunteers).

Volunteers receive the same protection as NPS employees under the Federal Employees Compensation Act (5 USC, Chapter 81) and the Federal Tort Claims Act (28 USC, 2671-2680) and are considered to be federal employees for those purposes only. In order to ensure benefits under these Acts, it is imperative that you be properly registered as a BTA Volunteer with a signed Volunteer Agreement and that you operate under a written job description(s) containing specific information on the type of work you are assigned to do. Your signed Volunteer Agreement will be examined if questions arise about whether you were acting within your assigned responsibilities. These two acts provide the following protection:

Federal Employees Compensation Act: Volunteers (NPS VIPs) are entitled to first aid and medical care for on-the-job injuries as well as hospital care when necessary. When travel is necessary to receive medical care, transportation may be furnished and the travel and incidental expenses associated with it may be reimbursable. If death results from an on-the-job injury, a portion of burial and funeral expenses may be paid. In addition, other compensation benefits may be approved by the Office of Workers Compensation Programs on a case-by-case basis.

A volunteer who suffers an on-the-job injury should contact his or her volunteer supervisor immediately. The supervisor is responsible for helping the volunteer thoroughly document the incident. The supervisor is also responsible for helping the volunteer obtain and complete the proper claim forms (if the volunteer desires to file a claim for compensation). The supervisor is responsible for certifying the authenticity of the claim and for submitting the claim. If your NPS supervisor is unavailable, contact the Director of the BTA.

Federal Tort Claims Act: This act provides a means for damages to be awarded as a result of claims against the National Park Service for injury, loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee of the NPS while acting within the scope of his or her duties. Since volunteers are considered employees for the purpose of this act, they are offered the protection of the Act for personal liability as long as they are within the scope of their assigned responsibilities.

Buckeye Trail Association Insurance Policy

While the BTA makes every effort to emphasize safety, the nature of the work we do may result in accidents. If you are injured, you or your designee (e.g. volunteer leader or family member) should notify BTA staff of injury within 24 hours or on the next business day. If you cannot establish direct contact, make sure to leave a message.

Because we value safety, we have been fortunate that accidents have been few and minor. It is nonetheless important for volunteers, especially those who work on lands owned by the BTA, to be aware of insurance provisions. Because the various entities with whom we work have different insurance provisions, this is a complex topic that requires your careful attention. For these reasons it is important that volunteers take their assigned duties seriously, work safely, take the initiative to attend training, make use of proper protective equipment and work within the scope of duties outlined in their volunteer agreements.

Thank you for being a BTA Volunteer

There are countless opportunities to get involved or expand the current volunteer efforts. We know you can find a rewarding experience with the BTA. Help us build and maintain trail, lead a hike, represent the Buckeye Trail Association at an event, contribute written content or photography, join Chapter Leadership, educate groups about the Trail and the BTA. If you have a desire to help, we can help you find an opportunity.

Appendix

- **Volunteer Agreement**
- **Waiver**
- **Job Hazard Analysis (JHA) – NPS links**
  https://www.nps.gov/noco/getinvolved/volunteer.htm

Buckeye Trail Association Volunteer Agreement

Volunteers like you are the heart and soul of Ohio's Buckeye Trail. Since 1959 Buckeye Trail Volunteers have carried the vision of a 1,400+ mile hiking trail around the state through their hard work building, maintaining, preserving and promoting the use of the BT. From the Board of Trustees, to each Trail Adopter, to producing hiking maps, and organizing great annual events, BTA Volunteers can do it all. To ensure that we do a good job at recruiting, supporting, engaging and celebrating BTA Volunteers we ask you to take this first step.

Completion of this agreement is required of all Buckeye Trail Volunteers, regardless of assignment. Your signature below indicates that you have read the entire BTA Volunteer Handbook and understand the roles, rights, and responsibilities of becoming a BTA volunteer. Your signature also indicates that you have agreed to the BTA Liability Waiver and Assumption of Risk. Once it is received by the BTA, a staff member will also sign the document guaranteeing to uphold our end of the agreement. This agreement will be in effect for the duration of your volunteer service, beginning on the date below.

<u>The BTA agrees to:</u>

- Provide meaningful and rewarding volunteer experiences benefiting the Buckeye Trail.
- Support Volunteers by providing necessary paperwork, manuals, and contact information
- Introduce you either personally or electronically to your volunteer leader
- Provide you a volunteer supervisor to help guide you in your BTA assignment
- Provide an "open door policy" through the Volunteer Coordinator to express concerns
- Acknowledge and celebrate Volunteer accomplishments based on the input received from volunteer leaders, staff, and other volunteers.
- Provide training for volunteers based on volunteer input.
- Whenever possible, provide you with the tools and training necessary to carry out your volunteer assignment.
- Provide individual volunteer hour reports upon request.
- Provide a safe work environment free of discrimination, harassment, or any behaviors otherwise which violate the policies of the Buckeye Trail Association.

<u>As a Volunteer for the Buckeye Trail Association:</u>

- I agree to abide by all policies of the BTA set forth by the BTA Board of Trustees.
- I understand that this is an uncompensated volunteer position and I may work alongside paid employees.
- I agree to and understand the job description for this position.
- If no job description currently exists, I will assist in developing one with the Volunteer Coordinator or my volunteer supervisor.
- I agree to participate in BTA volunteer orientation and/or training as directed by the Volunteer Coordinator or other volunteer supervisor.
- I acknowledge that, although serving as a volunteer, the public may regard me as a representative of the BTA, and will conduct myself accordingly. I will be courteous and helpful while engaging with the public or other BTA volunteers and I will not engage in the inappropriate behaviors listed in the Volunteer Handbook.
- I agree to contact my volunteer supervisor as soon as possible if I am unexpectedly unable to fulfill a scheduled volunteer commitment.

- I understand that the BTA has liability coverage limited to registered volunteers working within the scope of their assignment and on behalf of the BTA. I will immediately report any on-the-job injury or illness, no matter how minor, to my volunteer supervisor.
- I understand that the BTA is a volunteer-based organization and that most of the volunteer leadership positions are in turn filled by volunteers with other demands on their personal time.
- I understand that either I or the BTA can end my volunteer service at any time.

Please initial the following statements indicating that you have read and understand your rights and responsibilities as a BTA volunteer.

1. _____ I have read and understand the BTA Volunteer Handbook, including this Volunteer Agreement and accept the role of becoming an official Buckeye Trail Volunteer.

2. _____ I have read the BTA Liability Waiver (below), accept the potential risk involved with volunteering with the BTA and agree to the terms and conditions of said waiver.

3. _____ I have read my anticipated job description and understand what is expected of me in this position. I also have read and understand the potential hazards (JHA) of the position.

I, _____ (please print name clearly) hereby agree to volunteer my time and energy to the Buckeye Trail Association as:

_____
(Project or Position Title)

_____ _____ _____
Applicant Signature Print Name Date

To be completed by BTA Staff

_____ _____ _____
Staff Signature Print Name Date

LIABILITY WAIVER, ASSUMPTION OF RISKS AND, INDEMNITY AGREEMENT
RELEASE AND INDEMNIFICATION AGREEMENT

Hereinafter referred to as "this Agreement"

BY SIGNING THIS AGREEMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE PLEASE READ CAREFULLY!

TO: The Buckeye Trail Association, Inc., their trustees, officers, employees, instructors, representatives and volunteers.

ASSUMPTION OF RISKS

I am aware that participating in Buckeye Trail Association events involves accepting the inherent and other risks, dangers and hazards associated with this event, including, but not limited to:

Trail maintenance and construction, volunteerism, hiking in variable terrain, including hills, loose rock, steep and slippery slopes, stream crossings, obstacles including rocks, trees and other objects, and rock fall, and difficult route finding; inclement and changeable weather conditions, storms, lightning and wind, and the potential for cold weather and cold water immersion injuries including hypothermia, and heat related injuries including sunburn and heat stroke, and the failure for any reason of Buckeye Trail Association, Inc., their trustees, officers, employees, instructors, representatives and volunteers to predict weather conditions; failure to hike or camp safely or within my ability or within the areas designated by Buckeye Trail Association, Inc., their trustees, officers, employees, instructors, representatives and volunteers ; travel by motor vehicle, and by foot in remote and rugged areas, with communication difficulties in the event of an accident and difficulty and delays in obtaining medical and rescue assistance; wild animals and biting insects; travel by motor vehicle to and from trip locations, and in changeable weather, road conditions; delays in event itinerary which affect travel schedules and other commitments; and, NEGLIGENCE of other event participants and NEGLIGENCE on the part of the Buckeye Trail Association, Inc., their trustees, officers, employees, instructors, representatives and volunteers.

I voluntarily wish to participate in this trip and freely accept and fully assume any and all risks, dangers and hazards and the possibility of personal injury, death, property damage or loss resulting therefrom.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In consideration of Buckeye Trail Association, Inc., their trustees, officers, employees, instructors, representatives and volunteers, accepting my registration and permitting me to participate in this event, I hereby agree as follows: 1.TO RELEASE Buckeye Trail Association, Inc., their trustees, officers, employees, instructors, representatives and volunteers from any and all liability for any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer as a result of my participation in this trip due to any cause whatsoever, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, ON THE PART OF BUCKEYE TRAIL ASSOCIATION, INC., THEIR TRUSTEES, OFFICERS, EMPLOYEES, INSTRUCTORS, REPRESENTATIVES AND VOLUNTEERS ;
2.TO WAIVE ANY AND ALL CLAIMS that I have or may in the future have against THE BUCKEYE TRAIL ASSOCIATION, INC., THEIR TRUSTEES, OFFICERS, EMPLOYEES, INSTRUCTORS, REPRESENTATIVES AND VOLUNTEERS;
3. TO HOLD HARMLESS AND INDEMNIFY THE BUCKEYE TRAIL ASSOCIATION, INC., THEIR TRUSTEES, OFFICERS, EMPLOYEES, INSTRUCTORS, REPRESENTATIVES AND VOLUNTEERS ; from any and all liability, including lawyer's fees and court costs, for any damage to property of, or personal injury to, any third party, resulting from my participation in this event; and
4. All of the terms of this Agreement are binding on me, my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity.

EVACUATION AND MEDICAL COSTS

I understand and agree that I am solely responsible for any rescue costs and any applicable charges for medical services.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THE REVERSE SIDE OF THIS FORM I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS OR ASSIGNS MAY HAVE AGAINST BUCKEYETRAIL ASSOCIATION, INC., THEIR TRUSTEES, OFFICERS, EMPLOYEES, INSTRUCTORS, REPRESENTATIVES AND VOLUNTEERS. I SIGN THIS AGREEMENT ON MY OWN FREE WILL.

Job Hazard Analysis (JHA) – NPS links

There are Job Hazard Analysis (JHA) for a variety of work environments and tasks that BTA volunteers might be involved with. You can find the JHA related to your specific task, which could include:

01-Lifting Heavy Objects
02-Long Handled Tools and Saws
03-Power Mowers
04-Painting
05-Litter Pickup
06-Chainsaw Operation

https://www.nps.gov/noco/getinvolved/volunteer.htm

There are also general Job Descriptions for Trail Construction and Repair, Trail Maintenance and Vegetation Management at the link above.