



Volunteer Handbook

*Thanks for your
support & commitment!*

Updated February 26, 2010



Coastal Mountains Land Trust

101 Mt Battie St.

Camden ME, 04856

207-236-7091

www.coastalmountains.org

Table of Contents

Organizational Background

Mission	2
Where We Work	3
History	4
Where the Land Trust Works	5
What the Land Protects	5
How the Land Trust Protects Land	5
Funding	7
Coastal Mountains Land Trust Office / Contact Information	7
Contact Information	7
Staff / Board of Directors	7

Volunteer Program Overview

What You Can Expect From Coastal Mountains Land Trust	8
What Coastal Mountains Land Trust Expects From You	8
Volunteer Guidelines & Procedures	9

On-Going Volunteer Job Descriptions

Outreach	12
Stewardship	13

Volunteer Opportunities Form

14

Injury Waiver and General Release Form

15

Sample Volunteer Time Sheet

17

Volunteer Recruitment Suggests Form

18

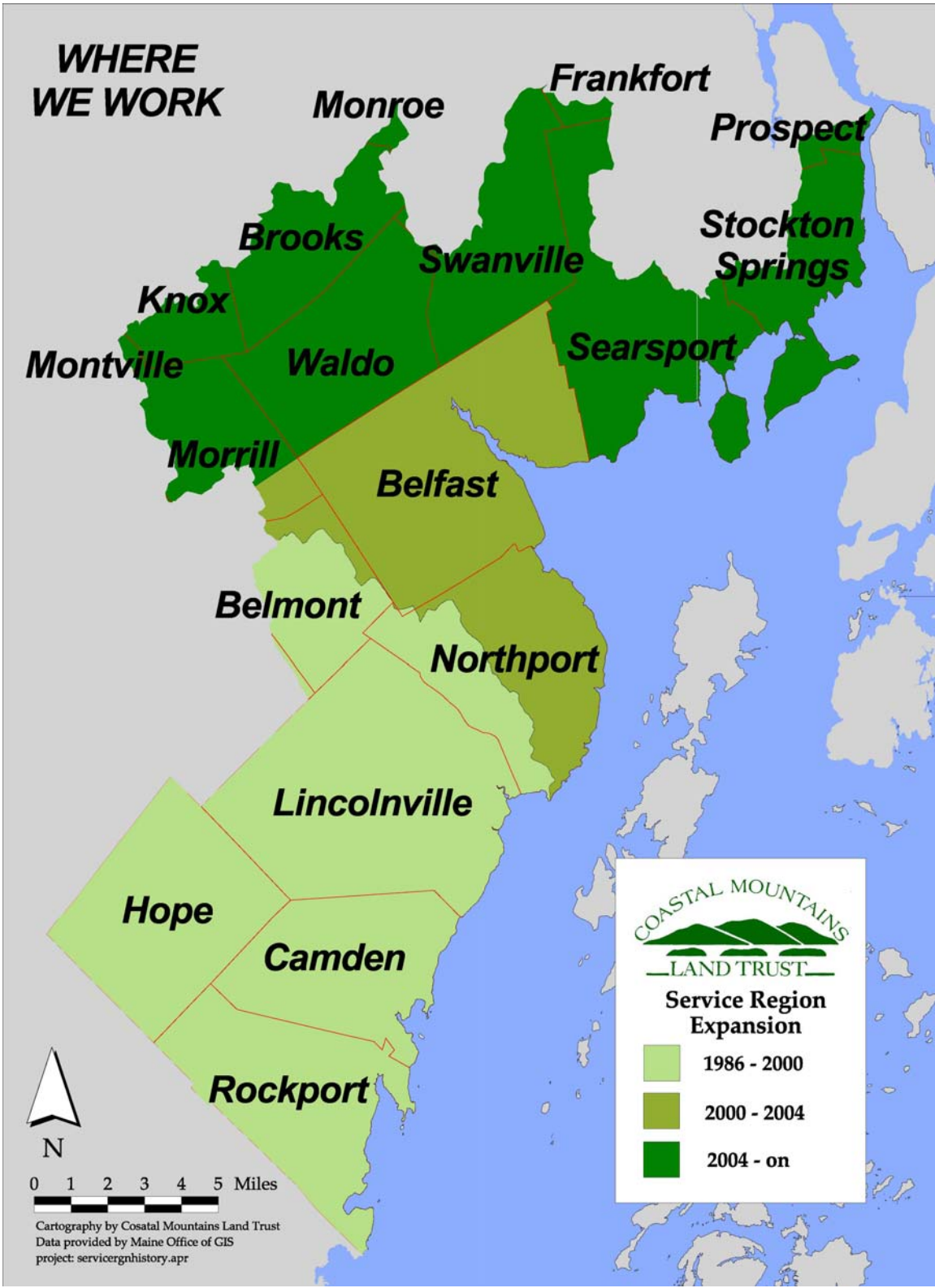


Mission

We permanently conserve land to benefit the natural and human communities of western Penobscot Bay.

We accomplish our mission by:

- ◆ Working proactively and cooperatively with land owners to establish a system of conservation lands that feature:
 - habitat supporting biological diversity;
 - water resources, including rivers, lakes, wetlands, aquifers, and the bay;
 - farms and forests managed for sustained productivity; and
 - scenic landscapes essential to our sense of place.
- ◆ Sustaining the natural and historic values of our conservation lands through a strong stewardship program based on monitoring, management, restoration, and enforcement.
- ◆ Providing opportunities for the public to access and explore natural places.
- ◆ Promoting public awareness of and support for land conservation through a broad outreach effort.
- ◆ Collaborating with towns, agencies, and other organizations to protect resources that meet exceptional needs in the communities we serve.
- ◆ Engaging volunteers to help implement our conservation work.



History

Coastal Mountains Land Trust was founded as the Camden Rockport Land Trust in 1986 by a small group of citizens intent upon preservation of Beech Hill in Rockport, a 572-acre property featuring critical scenic and ecological values--rolling blueberry barrens, forests, a historic stone house, and the most scenically unique summit of the Camden Hills. With the assistance of Maine Coast Heritage Trust a limited development conservation easement was designed to protect this important landmark of the western Penobscot Bay landscape, a very prominent launch for our land conservation program.

- 1987: Conservation easement on Beech Hill completed.
- 1988: Second project completed, Thurlow Conservation Easement on Fernalds Neck.
- 1990: Board of Directors launch proactive effort to plan, prioritize, and protect the most important conservation areas of the region.
- 1991: Office rented in Rockport Village and Administrative Director hired, the first Land Trust staff person.
- 1994: 105 acres on the summit and slopes of Mount Battie conserved by the Land Trust and added to Camden Hills State Park.
- 1995: Land Trust helps found and leads the Ducktrap Coalition to conserve the Ducktrap River Watershed.
- 1996: Completed conservation projects total 1,000 acres.
- 1998: Land Trust hires first Executive Director.
- 1999: Completed conservation projects total 2,000 acres.
- 2000: Service region expands to include Belfast Bay watersheds through merger with former Belfast-Northport-Lincolnville Land Trust. Coastal Mountains Land Trust becomes the organizations new name.
- 2001: Beech Hill Preserve acquired by collaboration of Land Trust and Maine Coast Heritage Trust; summit opened to the public.
- 2001: Land Trust constructs and moves into its new office building in Camden.
- 2001: Board adopts Conservation Plan for new Focal Areas--Bald and Ragged Mountains, Passagassawakeag Greenway.
- 2001: Completed conservation projects total 3,000 acres.
- 2002: Land Trust co-publishes with Aperture *To Save a River*, a book of photos and essays telling the conservation story of the Ducktrap Coalition, where 83% of the land along the river has been permanently conserved.
- 2003: Campaign for Passagassawakeag Greenway launched in Belfast area.
- 2003: Land Trust receives **Land Heritage Award** from Maine Coast Heritage Trust.
- 2003: Campaign for Bald and Ragged Mountains launched.

2003: Completed conservation projects total 4,000 acres.
2004: 45% of the Passagassawakeag Greenway completed.
2005: Completed conservation projects total more than 5,000 acres.
2006: 37% of the Bald and Ragged Mountains in conservation.
2007: Beech Hill Campaign launched for the rehabilitation of Beech Nut.
2007: The rehabilitation of Beech Nut is completed.
2008: Completed conservation projects total more than 6,000 acres.
2008: Land Trust becomes one of the first in the country to receive national accreditation.
2009: Completed conservation projects total more than 8,000

Where the Land Trust Works

Coastal Mountains Land Trust serves the communities of the western Penobscot Bay. Our service region consists of 15 towns: Rockport, Camden, Hope, Lincolnville, Northport, Belmont, Waldo, Knox, Morrill, Swanville, Brooks, Belfast, Searsport, Stockton Springs, and Prospect.

What the Land Trust Protects

Coastal Mountains Land Trust is dedicated to conserving lands that significantly benefit the public by protecting the ecological and scenic assets which make life in the western Penobscot Bay region of Maine so special.

Specifically, we are interested in conserving lands that protect:

- ◆ Biological Diversity
- ◆ Water Resources
- ◆ Productive Farms and Forests
- ◆ Scenic Landscapes

How the Land Trust Protects Land

◆ Conservation Easements

A conservation easement is a type of deed that keeps land in private ownership with specific covenants that describe how the land can be used. The easement is donated to the Land Trust, which accepts the responsibility of assuring that the conservation values of the property are permanently conserved. Easements are customized for each property. For example, some easements keep all or part of the property "forever wild", while others allow forest management or agriculture.

◆ **Donated Land**

Our preserves are properties to which the Land Trust owns full title. Many preserves were donated to us by generous landowners who wished to leave a legacy for future generations by conserving their property while providing the community an opportunity to appreciate its natural and scenic values. When a landowner offers to donate land to the Land Trust, we evaluate it thoroughly to determine that it has substantial conservation value and public benefits that merit the effort and expense of our permanent stewardship. Once land is accepted for conservation as a preserve, we are committed to protecting it perpetually.

◆ **Purchased Land**

Because real estate is quite expensive and we must raise funds for land purchases, purchasing land is not our general practice. However, in some instances, the Land Trust will purchase properties with exceptional conservation values. When we purchase land, we negotiate on a voluntary basis with the landowner for either a "fair market" price or a "bargain sale" price.

A fair market price is what the land would bring if it was sold on the open real estate market, as established by an appraisal of the property by an independent real estate appraiser. Some landowners can benefit from a bargain sale of their property — that is, a sale far below the appraised value. The difference between the appraised value and the purchase price is considered a charitable gift. A bargain sale is a demonstration of the landowner's generosity and commitment to conserving their property, with mutual financial benefits for both landowner and Land Trust.

◆ **Donated Reserved Life Estates**

By donating a reserved life estate, you can donate ownership of your land to the Land Trust today, but reserve the right to use the property during your lifetime, or the lifetime of designated family members. In this way, you can be assured that your property is permanently conserved but still use the property as you have - farming the fields, managing the forest, or managing public access. In addition to maintaining use of the property, by donating a reserved life estate, you can also realize the tax benefits of the donation today.

Funding

Individual members and businesses contribute about 85% of the Land Trust's operating budget, while grants, campaign allocations, contracts, and sales account for the remaining portion. The Land Trust is proud to report that 98% of our expenses were directed to delivering our conservation program services, with only 1.3% on fundraising and 0.7% on administrative costs for the 2007-2008 fiscal year.

Coastal Mountains Land Trust Office / Contact Information

The Land Trust's office is located at 101 Mt. Battie Street in Camden. Visits and calls are always welcome. Please feel free to visit during office hours (Monday through Friday from 8:30am to 5:00pm) or contact us with the information provided below.

Mailing address: 101 Mt. Battie Street, Camden, Maine, 04843.

Telephone: 207-236-7091 **Fax:** 236-0612 (please call first)

General email: info@coastalmountains.org

Staff / Board of Directors

Staff:

Scott Dickerson, <i>Executive Director</i>	scottd@coastalmountains.org
Kristen Lindquist, <i>Development Director</i>	kristenl@coastalmountains.org
Ava Goodale, <i>Membership Coordinator</i>	avag@coastalmountains.org
Ian Stewart, <i>Stewardship Director</i>	ians@coastalmountains.org
Joseph Zipparo, <i>Stewardship Project Manager</i>	joez@coastalmountains.org

Board of Directors:

(As of January 2010)

Bland Banwell, President	Philip Lewis
Galen Todd, Vice President	Edith K. Manns
Sharron Walsh, Secretary	Corallie Murray
Jay Freedman, Treasurer	Mary Rackmales
Judy Berk	Jerry Savitz
Michaela Colqhoun	Ingrid Warren
John Doncaster	

Volunteer Program Overview

Volunteers are essential to our success. Each year volunteers contributed thousands of hours to our program. Our program consists of short-term work parties and longer-term positions.

What you can expect from Coastal Mountains Land Trust

All Land Trust volunteers will be provided with:

- ◆ a clear job description.
- ◆ an orientation with training and appropriate background.
- ◆ a reliable schedule with notice of cancellation – calendar of events.
- ◆ relevant periodic training opportunities.
- ◆ appropriate assignments according to individual skills and interest.
- ◆ opportunities to work with fellow community members.
- ◆ opportunities to learn.
- ◆ appropriate equipment – volunteers may bring their own equipment if it is approved by staff
- ◆ volunteer-only walks and events.
- ◆ an annual newsletter, *The Steward*, outlining the program for the year.

What the Land Trust expects from you

The Land Trust requires:

- ◆ reliability.
- ◆ a 2-4 hour commitment for each work party.
- ◆ clear conveyance of ability and limitations.
- ◆ responsible and safe behavior within the parameters of the task assigned.
- ◆ proper preparedness for work parties with water, appropriate footwear and clothing, and safety gear and tools.
- ◆ enthusiasm and kindness.

Volunteer Guidelines & Procedures

Record keeping procedures (For stewardship positions only)- Due to the independent nature of many of our volunteer stewardship work, we are counting on you to help us **keep track of your hours**. Tracking volunteer hours and contributions helps us show the community what great work you are doing, and helps us bring in more funds that enable us to continue our conservation efforts.

Included in your handbook is a **Volunteer Time Sheet**. On this sheet, you are asked to write down the date of your service, the project and location you worked on, a brief description of your activities, and the number of hours worked.

On a monthly basis or as the timesheets are filled, they can be left with your supervisor, mailed or emailed to Stewardship Director, Ian Stewart at:

Coastal Mountains Land Trust
101 Mount Battie Street
Camden, Maine 04843

Email:

ians@coastalmountains.org

For questions about timesheets call the office at 236-7091.

Evaluation – In order to continue adapting and improving our volunteer program, volunteers will receive annual performance reviews. The evaluations allow for a volunteer and supervisor to suggest changes and seek suggestions. The evaluation is discussion period, and both supervisor and volunteer should establish an open line of communication.

Volunteers Under the Age of 18 – All volunteers under the age of 18 must have a form signed by their parent or guardian permitting them to volunteer.

Relations with the Public – When dealing with the public, especially site visitors and neighbors, remember that you are a representative of the Coastal Mountains Land Trust and have an important role to play in enhancing the public's perception of our conservation efforts. You have the opportunity to encourage responsible visitor behavior and reinforce public support of natural open space preservation.

It is not your responsibility to resolve boundary or other property conflicts with neighbors. If a neighbor or visitor confronts you with an issue, take the person's information and tell them that you will have your supervisor contact them to address the situation. Do not approach anyone you feel may be threatening or dangerous. Move to a safe distance and call the police or your supervisor.

Safety – Your safety is of utmost concern to us. We ask that all volunteers follow common sense safety guidelines when working with the Land Trust. Consider the following tips at all times:

1. Be prepared – including proper clothing, food, and water.
2. Understand the objectives of your assigned project
3. Stay hydrated and well fed
4. Use proper safety equipment for the task at hand (i.e. gloves, helmet, etc.)
5. Ensure that all equipment is in good working condition.
6. Avoid working alone.
7. Let someone know where you are going and when you will return.
8. Avoid placing yourself in hazardous situations.
9. Don't attempt a job you are not qualified for.
10. Bring a cell phone, FOR ANY EMERGENCY, CALL 911.

While out on volunteer assignment, if you encounter or witness an urgent problem or threatening situation, (i.e. confrontational behaviour, fire, or open firearms) immediately remove yourself to a safe distance and contact the authorities and your supervisor.

Insurance Coverage

Coastal Mountains Land Trust provides secondary insurance coverage to supplement your own health insurance in the event of injury. If you would like more information about our policy, please ask a staff member for more information.

Powertools

All volunteers interested in using power tools in association with the Land Trust need to be approved in advance by a Land Trust staff member and comply with the organization's power tool use practices.

Confidentiality - Volunteers are expected to maintain the confidentiality of Land Trust information pertaining to the work they do as a volunteer. Volunteers specifically assigned to assist with data management that works with records containing personal or financial information or who serve on a Land Trust committee will be asked to sign a confidentiality agreement with the organization. Additionally, volunteers may learn information that has not been released to the public or is not intended for the public. Volunteers are expected to maintain the confidentiality of that information.

Resigning as a Volunteer – If you find that you are unable to complete your volunteer service, it is your responsibility to let your supervisor know as soon as possible, so that the work can be reassigned.

Volunteer Positions

Short-Term Volunteer Positions: Many volunteers help the Land Trust by joining scheduled field or office work parties or doing a one-time task. Work party schedules are posted on the Coastal Mountains Land Trust website, www.coastalmountains.org, as well as in local newspapers. Please contact the office for more information about these volunteer opportunities.

On-Going Volunteer Positions: The following two pages include descriptions of our long-term volunteer positions, which fall into two categories: **Outreach** and **Stewardship**.

On-Going Volunteer Position Descriptions – Outreach

If you're looking to become more involved with our Outreach program, there are several opportunities to expand your role. In addition to expectations at the beginning of this section, the Land Trust also expects the long-term outreach volunteer to:

- ◆ be reliable.
- ◆ have a pleasant attitude.
- ◆ have respect for office atmosphere.
- ◆ have interest and familiarity with the Land Trust mission and programs.
- ◆ be willing to take a leadership role with other volunteers.
- ◆ make an appropriate time commitment.

Office Docent

We can always use an extra pair of hands at our busy office. Join the hubbub by assisting staff with office maintenance, staffing the front desk, forwarding phone calls, greeting visitors to the office, and helping with miscellaneous projects. 4 hours/week or month.

New Property Buyers Researcher

If you're looking for an easy way to help a lot, this job is for you! The primary duties of this position are to visit town offices and review their recent transfer tax documents, recording appropriate information and passing your notes along to the Land Trust via postal mail, email, or drop-off. 20 minutes per office plus travel time in January, April, July, and October.

Outreach Assistant

This position is for the gregarious outdoor enthusiast. The bulk of this position will be planning and leading monthly informal hikes on our preserves. As time permits, you may also be involved in outreach planning, formal outreach events, and exhibition displays. 2-4 hours/month.

Youth Education Leader

If you love to teach children and spread the word about conservation, consider becoming our youth education leader. The primary duties of this position are to formulate lesson plans and lead outdoor activities for local youth. 4-6 hours per month.

Fundraising Party Host

Looking for your next party theme? Why not host a membership building party in your home to introduce friends and neighbors to the Land Trust? You provide the food and drink, and we'll do invitations, planning, literature, and presentations. These events are among the most effective outreach tools, helping to expand support of local land conservation

On-Going Volunteer Position Descriptions – Stewardship

These volunteer positions carry more responsibility. In addition to expectations at the beginning of this section, the Land Trust also expects the long-term stewardship volunteer to:

- ◆ be reliable.
- ◆ have a positive attitude.
- ◆ have interest and familiarity with the Land Trust mission.
- ◆ be willing to take a leadership role with other volunteers, including ensuring safe practices are followed.
- ◆ make a commitment to a particular time frame in the position.

Invasive Species Coordinator

This position coordinates the control of specific infestations of invasive species on our preserves. Duties include scheduling workdays, contacting volunteers and training and supervising other volunteers. The position also includes making recommendations for continued control of the invasive sites. 4-8 hours/month.

Boundary Marker Volunteer

Here's a chance for you to mend fences. This position includes marking boundaries on various preserves and taking the lead on boundary marking work parties. 4 hours/month.

Fernald's Neck Preserve Docent

Have you always wanted to engage the public in a natural setting? The position will provide scheduled coverage of the preserve during high use times during the summer. Assistance on maintenance projects may also be needed. 4-8 hours/month.

Beech Hill Field Crew Member

Are you a hands-on physical person who wants to help our Beech Hill Preserve, its blueberries and its grassland fields thrive? This position includes using power and non-power hand tools to maintain fields, do trail work, and maintain the Beech Nut Historic District. 4 hours/month.

Beech Nut Docent

If you like to share knowledge with others, come join the Beech Hill docents for our Open Houses at Beech Nut throughout summer. The position includes opening Beech Nut and providing information to the public on cultural and natural history and current uses of Beech Hill Preserve. 2 hours/month.

Land Steward

- ◆ Preserve Steward – Annual monitoring of preserve boundaries and interior.
- ◆ Easement Steward – Annual monitoring of easement boundaries and interior.
- ◆ Trail Monitor – Monitoring of preserve trails
- ◆ Riverkeeper – Monitoring of river corridor and participation in restoration projects.



VOLUNTEER OPPORTUNITIES INTEREST FORM

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

AVAILABILITY:

- Weekends
- Weekdays
- Other _____

PREFERRED SITE LOCATION:

- Northern Area (Northport north)
- Southern Area (South of Northport)
- No preference

DO YOU HAVE A SPECIFIC PRESERVE PREFERENCE? _____

WORK PARTIES (Short-term)

Throughout the year, we organize groups of volunteers for work parties that last anywhere from about 2-4 hours. If you're interested, we'll keep your name on a list of volunteers to call a week or two prior. Please indicate which areas you are interested in.

- Preserve Maintenance
- Trail Work
- Invasive Weed Removal
- Office Projects
- Event Help

VOLUNTEER POSITIONS (On-going)

The Land Trust offers volunteer positions that require an on-going commitment and knowledge of the area and the Land Trust. Time commitments range from 1 day/week to 1 day/month. Full descriptions are on our website at www.coastalmountains.org/get_involved/volunteer.html, and additional training will be provided. Check your area of interest below and a staff member will contact you to discuss positions further.

- Stewardship
(Examples: Beech Hill Docent, Invasive Plant Coordinator, Land Steward)
- Outreach
(Examples: Volunteer Coordinator, Office Docent, Outreach Assistant)

SPECIAL SKILLS

- Photography
- Graphic Designer
- Artist
- Carpentry
- Natural History Hike Leader
- Other _____

COMMENTS:

INJURY WAIVER AND GENERAL RELEASE FORM
FOR COASTAL MOUNTAINS LAND TRUST VOLUNTEER

I _____, hereby volunteer to assist Coastal Mountains Land Trust, ("Land Trust"), a nonprofit corporation organized and existing under the laws of the State of Maine. As shown by my signature below, I understand that I am volunteering my time and services because of my support for the Land Trust and my desire to participate actively in the furtherance of its work.

I am aware that participating as a volunteer may expose me to risk of death, personal injury or loss or damage to property. I fully understand that the Land Trust, and their agents, officers and employees (hereinafter referred to as SPONSORS) accept no responsibility and will not be liable for any injury, harm or damage to myself or property occurring during or arising out of participation as a volunteer.

I agree to abide by all rules and regulations of the Land Trust regarding safety and use of all equipment.

To the fullest extent permitted by law, I do hereby agree to assume all risk of death, personal injury, harm or damage to me or my property arising out of or in connection with this volunteer work. I also do hereby agree to release and to identify and hold harmless SPONSORS for death, personal injury, harm, or damage to me or my property, caused by negligence or any other cause, that may arise out of or occur during or in connection with my participation as a volunteer.

I request that this "Release and Assumption of Risk" be construed and interpreted pursuant to the laws of the State of Maine, and if any portion thereof is held invalid, I request that the remainder continue in full force and effect.

I hereby authorize and give full consent to Coastal Mountains Land Trust to copyright or publish all photographs or slides in which I, the undersigned, appear while enrolled as a participant in any of their programs.

Participant _____

If you are under 15 years of age, a parent or guardian must also sign this form and accompany you to the event. If you are between the ages of 15 and 18, a parent or guardian must also sign this waiver.

Dated: _____

Participant _____

Please Print

Name: _____

Address: _____

Phone: _____ E-mail address: _____

Coastal Mountains Land Trust
Volunteer Time Sheet

Volunteer name: _____

Date	Project/Location	Tasks Completed	Total Hours

Coastal Mountains Land Trust
Volunteer Time Sheet

Volunteer name: _____

Date	Project/Location	Tasks Completed	Total Hours

