

**Bureau of Land Management
Arizona State Office
Volunteer Service Agreement Description of Work**

Job Title: Teacher on Public Lands Teacher Intern

A. Purpose

Teachers on the Public Lands (TPL) program provides professional development experiences for teachers by placing them as teacher “interns” at BLM offices/sites. TPL teachers will spend a portion of the summer learning and working at a BLM site and perform various tasks depending on their interests and the education needs of the site. TPL teachers engage with site education and youth engagement projects, learn about BLM resources, and develop projects and materials that can be used by BLM employees, other teachers, community volunteers, and youth. When TPL teachers return to school in the fall, they spend part of their classroom time presenting their TPL experiences to their own students and to other appropriate audiences. The program allows teachers to fully explore BLM public lands, enrich their students with a clearer understanding and appreciation of public lands resources, develop education projects and materials, and have the opportunity to receive graduate and/or continuing education credits.

B. Duties

Provide Assistance With and Support of the Following:

- Meet with resource specialists for the purpose of developing resource education programs. Learn about public lands resources.
- Complete a final project that includes development of curriculum-based learning activities relevant to both public land recreation and AIS.
- Complete development of educational material for informational kiosks.
- Complete review of current recreation and AIS talking points and presentations.
- Complete the online course “Experiential Learning in the Parks” offered by the University of Colorado – Denver. Upon completion teacher will receive three graduate course credits, which can also be used as continuing education credits in most districts. All fees and tuition are covered by the Teachers on the Public Lands Program.
- Work onsite with BLM resource specialists conducting outreach and education.
- Work to understand and support resource management efforts and articulate them in their schools/districts.

C. Designated Supervisor and Worksite

The Lake Havasu Assistant Field Manager, (under the Field Office Manager: Jason West) will be the TPL intern’s supervisor. The TPL intern will be working at the Lake Havasu Field Office at 1785 Kiowa Ave. Lake Havasu City, AZ 86403 and at developed sites throughout the field office.

D. Timeframe for Job Performance

The TPL internship will begin in late May and last until early August. The TPL volunteer intern will have a flexible schedule and will have to work at the internship for at least 160 hours during the duration of their internship. Internship will be on-site at the BLM Lake

Havasu Field Office, off-site at undeveloped and developed recreation sites, and other off-site events and activities. Telework from home is also available. Internship hours will normally be 8 am to 5pm. When reporting to duty off-site within to perform duties described above, the volunteer will check in and follow BLM policy No. AZ-2015-041 Implementation of Employee Safety and Security, Centralized Administrative Tracking In/Out. The volunteer TPL intern is on duty when they are performing tasks described above and off duty in all other instances. The volunteer will submit his volunteer hours to their supervisor at the end of the internship including a short narrative of their overall volunteer experience.

E. Training

- Orientation to the BLM Lake Havasu Field Office and the BLM organization.
- On the job training with the supervisor or BLM employees with experience in the field.
- Any additional training during BLM volunteer events will be discussed by BLM employees during the tailgate session before the work is to begin.

F. Safety

The volunteer will not engage in any activity that jeopardizes their safety, others authorized to be with them, or the general public using federal land. For field volunteer events, personal protective equipment (PPE) such as hats, long pants and shirts, and gloves are essential to maintain volunteer safety in field conditions. The volunteer will follow the check-out and check-in protocol as established by the BLM to maintain volunteer safety in field conditions. The volunteer will inform their supervisor of safety concerns as necessary. If a volunteer chooses to ignore the safety protocols presented during supervisor training, stated within this volunteer service agreement, and the BLM Risk Management Worksheet, they may not be covered by the Federal Workers' Compensation Insurance Program. If the volunteer intern chooses to perform duties not covered under this agreement, then they will not be covered as well. The volunteer is not authorized to act in any law enforcement capacity, nor possess firearms while performing duties as a volunteer.

G. Vehicles

The use of All-terrain Vehicles (ATVs), Utility Vehicles (UTVs), motorcycles, and horses are not authorized without prior BLM approval and BLM-approved training. The volunteer will not be reimbursed for damaged personal equipment. When the volunteer is driving their personal vehicle, they must possess a valid driver's license and current insurance. Insurance or reimbursement will not be provided. The TPL intern must complete Motor Vehicle Use Authorization - Form 1112-11 before their volunteer service begins. Any damage to any volunteer's personal vehicle will be the responsibility of the volunteer. For a volunteer to operate a government vehicle, he/she must meet the same standards and training requirements as employees for highway or off-highway vehicle operations. However, TPL intern should not have a need to drive a GOV. Guidelines for vehicle operation are specified in BLM Manual Handbook 1112-2 (Safety and Health for Field Operations) and successfully complete the DOI Defensive Drivers course.

Volunteer shall not use or authorize the use of a Government owned or leased motor vehicles for other than official purposes (43 CFR 20.735-15(b)).

H. Evaluation

There will be two evaluations during the semester. The first will be at the midpoint of the semester and the second will be at the end of the semester. The evaluation will be done by the supervisor and submitted to the appropriate people and institutions.

TPL Volunteer

Signature _____ Date _____

Print Name _____ Date _____