

# COLORADO



# VOLUNTEER STRATEGY

2005

COLORADO





In 2004, volunteer contributions to BLM were equivalent to the work of approximately 94 full-time agency employees, a value of over three million dollars.



# Background and Development

The BLM Volunteer Program National Strategy 2004 directs each state to develop a needs assessment and prepare an action plan.

In 2004, a needs assessment was conducted and a presentation was made to the Colorado BLM State Management Team. Key findings from the assessment were:

- Not enough time/resources to develop volunteer opportunities, recruit, screen, train, supervise
- Under-utilization of volunteers in some programs
- Amount of time, differing responsibilities of collateral duty volunteers coordinators

In 2005, this plan was developed through telephone and email discussions with Volunteer Coordinators, Recreation Staff and a representative from Volunteers for Outdoor Colorado. On May 9<sup>th</sup>, 2005 a meeting was held to write the first draft of the plan.

The purpose of the Colorado Volunteer Program Action Plan is to support and encourage the State and Field Offices to:

- Provide more time for volunteer coordinators to manage the volunteer program/having full time volunteer coordinators
- Provide more time for staff to develop projects and work with volunteers
- Provide more project leads for volunteer activities
- Provide financial support for outside volunteer centers, e.g., VOC, SJMA, SLVVC
- Provide more resources devoted to make volunteer program statewide priority

# 5 Year Volunteer Data Summary Spreadsheet

Program	2000	2001	2002	2003	2004
Recreation	17,608	31,758	20,006	26,147	30,379
Biological Resources	5,481	10,872	11,967	21,403	19,000
Wild Horse & Burro	59,043	72,662	75,152	77,223	87,265
Cadastral Survey	0	458	0	120	100
Wilderness	10	609	2,960	6,558	1,311
Riparian/Watershed	2,080	2,327	1,545	6,816	6,021
Cultural/Historical	10,981	26,761	5,038	17,874	23,722
Minerals	196	1,260	980	734	242
Support Services	3,066	8,812	5,942	4,721	11,264
EE & Interp	6,391	7,417	221	9,298	9,553
Other	960	2,965	22,224	10,674	1,616
TOTAL	105,816	165,901	146,035	181,568	190,491
Funds Expended	\$7,219	\$83,204	\$97,007	\$76,914	\$59,036
Value of Work	\$1,630,047	\$2,728,003	\$2,438,161	\$3,003,135	\$3,247,540

## BLM COLORADO VOLUNTEER PROGRAM STRATEGY 2005: SUMMARY OF GOALS, OBJECTIVES, AND ACTIONS

### GOAL 1: RECRUITMENT, RETENTION, AND RECOGNITION

#### Objective 1: Expand the BLM volunteer workforce by 2 percent per year for 5 years.

Action	Lead	Target Dates	Measurable Unit	Resources
1. Recruit through <a href="http://Voutdoors.org">Voutdoors.org</a> and/or <a href="http://Volunteer.gov/gov">Volunteer.gov/gov</a> as appropriate by local project manager, to ensure timely postings/responses, coordinate with State networks.	All volunteer coordinators/when necessary, resource specialists (both state and local)	On going	Number of opportunities listed; Number of applicants responded to.  This data is available through Voutdoors.org	Labor
2. Create a link at Volunteer.gov to Voutdoors.org for projects in Colorado	State Volunteer Coordinator	August 1 <sup>st</sup> . 2005	Link created	Labor
3. Develop an interagency statewide volunteer recruitment plan and campaign to target various audiences. Develop MOU.	Volunteer Coordinators and Public Affairs Staff from BLM, CO State Parks, USFS and VOC.	Plan developed by January 2006  Campaign launch by March 2006	Completed plan and campaign launched  MOU between agencies	Labor  Funding as determined in plan

#### Objective 2: Increase the retention of volunteers by communicating agency appreciation for their contributions, showcasing the progress of volunteer projects and providing special incentives for long-term volunteers.

Action	Lead	Target Dates	Measurable Unit	Resources
1. Showcase the progress of local volunteer projects and contributions through all available media.	Volunteer Coordinators and Public Affairs Officers.	On going	Number of articles/media references	labor

**Objective 2: Increase the retention of volunteers by communicating agency appreciation for their contributions, showcasing the progress of volunteer projects and providing special incentives for long-term volunteers.**

Action	Action	Action	Action	Action
2. Develop a volunteer process checklist to assure that information is shared with and captured from all individuals inquiring about volunteer opportunities.	State Volunteer Coordinator  GJFO Volunteer Coordinator  VOC	July 1 <sup>st</sup> 2005	Check list created	Labor
3. Provide special incentives for long-term volunteers.	Volunteer Coordinators	Ongoing	Number of volunteers who receive special incentives, e.g. training, special assignments or awards.	Labor

**Objective 3: Appropriately Recognize volunteer service and accomplishments.**

Action	Lead	Target Dates	Measurable Unit	Resources
1. Institute a State Director's Achievement Award for volunteer(s) or volunteer group who perform over 1,500 hours of service or for an exemplary project.	State Volunteer Coordinator	September 2006	Award created	Labor
2. Institute a State Volunteer of the Year Award	State Volunteer Coordinators	September 2006	Award created	Labor
3. Each field office should conduct an annual volunteer recognition event.	Volunteer Coordinators	On going	Number of volunteer events	Labor funds for awards and events
4. Regularly recognize BLM volunteers through the Take Pride in America program.	Volunteer Coordinators	On going	Number of submitted nominations	Labor
5. Use Voutdoors to communicate with volunteers and to thank them for their volunteer efforts.	Project Manager Volunteer Coordinators	On going	Number of volunteers recognized on Voutdoors.org	Labor

**GOAL 2: PLANNING AND BUDGETING**

**Objective 1: Integrate Volunteer/Partnership programs into the BLM budget.**

<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
All field offices should support volunteer programs when developing annual work plans and budgets.	Field Office Managers, Resource Specialist	On going	Number of budget documents, plans, etc. that address volunteers	Labor

**Objective 2: Prepare and Implement a State Volunteer Program Action Plan in Collaboration with Field Offices and Partners.**

<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Involve volunteers and partners to ensure that action plans are collaborative in nature. Develop plan.	All volunteer coordinators and partner group representatives	On going	Number of plans with identified items/tasks, annual accomplishments	Labor
2. Identify State Volunteer Management Team “champions” to ensure realistic and responsive plans. Team will include representatives from field offices and partners.	State Volunteer Coordinator	July 1, 2005	Members identified  Team formed	Labor
3. Use BLM Manual Section 1114 to guide, develop and revise as needed the action plan.	Volunteer Coordinators	On going	Approved plan	Labor

**Objective 3: Educate BLM staff on the budget process as related to Volunteer Program.**

<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Include volunteer component in yearly budget orientation to all staff; incorporate into budget packages.	State Volunteer Coordinator	At time of AWP	State budget that includes volunteers	Labor



**GOAL 3: VOLUNTEER/STAFF ORIENTATION AND TRAINING**

**Objective 1: Ensure that BLM staff working with volunteers receive training.**

Action	Lead	Target Dates	Measurable Unit	Resources
<p>1. Require volunteer coordinators to attend BLM Basic Volunteer Administration Course.</p> <p>Encourage Field Managers, Resource Specialists and other staff to attend.</p>	<p>Field Office Volunteer Coordinators, Resource Specialists, Field Managers</p> <p>VPAT to present training</p>	<p>For Volunteer Coordinators: within 6 months of beginning Volunteer Coordinator duties; for others: within 1 year</p>	<p>NTC Volunteer Training Certificates issued</p>	<p>Labor plus travel and per diem</p>
<p>2. Train volunteer coordinators and other appropriate field office staff in volunteer communication procedures (e.g. contact checklist, Voutdoors.org, and follow-up communication)</p>	<p>State/Field Office volunteer coordinators, partners</p>	<p>On going</p>	<p>Number of training sessions and people trained</p>	<p>Labor</p>

<b>Objective 2: Ensure that volunteers are prepared and equipped.</b>				
<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Provide volunteers job/project orientation, including description, safety training. Use manual guidance	Volunteer Supervisors	Before volunteer begins	Signed volunteer agreements, completed checklist	Labor
2. Develop and include a Risk Assessment Analysis with work descriptions.	Volunteer Supervisors	When volunteer agreement is initiated or amended	Signed volunteer agreements	Labor
Make forms available online.	Safety Officer	Immediately following strategy approval	Forms posted	Labor
3. Encourage field offices to promote and offer Colorado Outdoor Training Initiative (COTI) crew leader and other trainings.	All volunteer coordinators	On going	Number of volunteers that attend COTI training	Labor, Tuition

<b>Objective 3: Update BLM volunteer training/orientation materials.</b>				
<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Work closely with COTI, VOC and other community partners to update and develop training and orientation materials.	All volunteer coordinators and volunteers	On going	Number of training programs and materials updated annually	Labor



**GOAL 4: INTERNAL PROGRAM SUPPORT**

**Objective 1: Enhance management awareness of the BLM Volunteer Program.**

<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Make presentation on program to SLT as appropriate.	State Volunteer Coordinator	On going	Number of presentations to SLT	Labor
2. Include volunteer programs on all employee meetings agendas. Make presentations about BLM volunteer programs and partner programs, i.e., COTI and VOC.	All volunteer coordinators and partners	On going	Number of presentation to field offices	Labor
3. Create one page volunteer plan summary fact sheet targeted to BLM staff.	Volunteer Team	July 15 <sup>th</sup> , 2005	Fact sheet completed	Labor

**Objective 2: Designate a volunteer coordinator in every BLM Field Office.**

<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Ensure that coordinators' EPAP and PD reflects time allocated for the BLM Volunteer Program.	Field Managers  Volunteer Coordinator's Supervisor	On going	Number of Field Volunteer Coordinators' EPAP and PD that reflect coordinator duties	Labor
2. Track hours of volunteer coordinators to determine actual program time spent.	Volunteer Coordinators	On going	Number of Volunteer Coordinators with data on hours worked in program	Labor
3. Field offices will designate a Volunteer Program Lead/Coordinator, either staff, volunteer or both to champion program. Collaborate with partners in community such as VOC and COTI.	Field Office Managers	On going	Number of Volunteer Coordinators	Labor

<b>Objective 3: Provide employee incentives/recognition for work with volunteers.</b>				
<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Establish a State Volunteer Project of the Year Award to recognize resource specialists who utilize volunteers.	State Volunteer Coordinator	September 2005	Award created and presented annually	Labor
2. Establish a Field Office Volunteer Project of the Year Award to recognize resource specialists who utilize volunteers.	Field Office Volunteer Coordinators	August 2005	Awards created and presented annually	Labor

<b>Objective 4: Market the BLM Volunteer Program internally and externally.</b>				
<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Showcase success stories and best practices with a variety of tools. (e.g. post on Voutdoors.org, volunteer.gov, BLM and partners newsletters)	State Volunteer Coordinator	On going	Stories posted on web, articles in newsletters and local papers	Labor
2. Highlight BLM volunteers in presentations at employee and professional meetings.	All Volunteer Coordinators	On going	Number of presentations given	Labor
3. Work with BLM SO and FO Public Affairs to promote success stories in a variety of news media.	Resource Program Specialists, Volunteer Coordinators and Public Affairs	As stories occur	Number of submissions to local media outlets	Labor

<b>Objective 5: Fully utilize national and local volunteer events.</b>				
<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Hold at least one TPIA project/event per Field Office per year. Make sure events are branded, labeled and use banner if available	Field Managers Volunteer Coordinators	Annually	Number of events held	Labor Support from WO

**GOAL 5: RECORDKEEPING**

<b>Objective 1: Establish an organized, comprehensive recordkeeping system.</b>				
<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Utilize Voutdoors.org to track hours and information on volunteers/groups	Volunteer Coordinators, Voutdoors administrator	On going	Number of field offices using Voutdoors.org to track volunteer data	Labor
2. Conduct annual audits of Volunteer Coordinators' records.	State Volunteer Coordinator	Annually	Completed audits	Labor, travel and per diem



**GOAL 6: PARTNERSHIPS**

<b>Objective 1: Increase BLM's ability to work with partners.</b>				
<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Share state partnership examples for field offices to use as models. Post on volunteer Intranet.	State Volunteer Coordinators	On going	Posting on BLM Intranet	Labor
2. Work with resource specialists to pursue desired volunteer-related partnerships.	Volunteer Coordinators, Resource Specialists	On going	Partnerships identified	Labor
3. Establish a State Mentor Team to assist Field Offices in developing desired partnerships to meet goals.	State Directors (to identify mentors and include mentoring in official duties)	Establish team by September 2005  On going	Number of mentors enlisted	Labor

<b>Objective 2: Where appropriate, create interagency "volunteer centers."</b>				
<b>Action</b>	<b>Lead</b>	<b>Target Dates</b>	<b>Measurable Unit</b>	<b>Resources</b>
1. Continue working with VOC and COTI in operating and maintaining a statewide volunteer clearing house for recruitment, projects coordination, training, and capacity building.	State Volunteer Coordinator	Ongoing	Number of BLM volunteers recruited and trained through VOC and COTI.  Number of submitted projects through VOC that were completed.	Labor



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