

*City of Carlsbad Parks & Recreation*

**TRAIL VOLUNTEER**  
*Handbook*



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## *Introduction*

Thank you for becoming a City of Carlsbad Trail Volunteer!

*Your help is an integral part of maintaining the City's prestigious trail system.*

The City of Carlsbad Trail Program is focused on preserving, maintaining, protecting, and operating trails in Carlsbad, in perpetuity, for public use. The trail system supports the leisure and recreational needs of residents, makes the outdoor environment available for both enjoyment and education, and preserves our open spaces in accordance with the City of Carlsbad General Plan. Your voluntary contribution helps us maintain the program and is an invaluable asset to the community. Volunteers can be motivated to gain experience, provide community service, learn about the environment, or simply to contribute and have fun. Whatever your motivation, all our citizens benefit from your time and effort.

To be successful, every member of a group or organization must be aware of and understand the basic policies and regulations that guide the group. This handbook provides important information on your safety, trail volunteer objectives and expectations. It covers topics specific to trail volunteer program. For general citywide volunteer guidelines, please refer to "City of Carlsbad Volunteer Guidelines, Policies and Procedures" at the end of this document. For more information, please contact Volunteer Program Manager at 760-434-2807 or Parks Planning Manager at 760-434-2838.

We encourage you to familiarize yourself with all the information in this booklet, as it will assist in attaining our goal of preserving our beautiful trail system.



# *Trail Volunteer Program Overview*

Volunteers fill many different positions throughout the city, and this group supports the Parks & Recreation Department through the maintenance of public trails. Trail volunteers assist with trail erosion repairs, weed abatement, trash removal, installation of signage, kiosks, and other trail amenities. Volunteers are asked to wear closed-toe work shoes, hats and bring their own gloves. City provides the tools and equipment necessary to complete the maintenance work, trash bags, water and snacks for participants. Each event begins with the overview of tasks and safety rules.

## *Trail Volunteer Schedule*

### Scheduling

*Saturday Trail Maintenance Events.* Trail events are scheduled in advance, typically once a month on Saturdays, with exception of July and August. There may be instances where maintenance event is cancelled due to the inclement weather. The calendar of events is posted on the city website and distributed to registered volunteers via email. Email blasts are sent to all registered trail volunteers prior the events to remind about upcoming event, inform about any changes to the schedule and to request RSVP. Trail captains schedule their inspections independently and submit monthly trail status reports to the Trail Volunteer Coordinator.

*Quarterly Trail Volunteer Meetings.* Trail Volunteers are strongly encouraged to attend Quarterly Trail Volunteer meetings. This is the best opportunity to share information, gain experience, share work plans, and discuss related topics, connect, promote, and enhance the Trails Volunteer experience. A yearly calendar of Trail Volunteer opportunities is available on the city's website. Please visit [www.carlsbadca.gov/parksandrec](http://www.carlsbadca.gov/parksandrec) and click on the "Trails" to find information on the Trail Volunteer program, other trail-related information, maps, Saturday events, and other trail and open space topics.

### Opportunities

The Trail Volunteer Program provides opportunities for volunteers to positively influence the community thru their work. Assignments are determined by the staff based on the trail conditions, weather, and available resources.

# Safety

## Volunteer Performance

Always follow the safety instructions provided by your site supervisor. These include the appropriate use of required safety equipment, maintaining a safe work distance from other volunteers while using tools, the proper use of tools, proper lifting techniques, the importance of taking breaks, and the importance of hydration while working.

Volunteers have the same responsibility for safety as paid staff. Some tasks may be potentially hazardous, and may expose you to risk, such as poison oak, cuts, insect bites, snake bites, arm, leg or back injuries, and falls. It is your responsibility to know your own limitations. For example, if you have a known allergy to poison oak, it is important to take extra precautions while working near it, and refrain from any tasks that brings you in contact with it. Old injuries, such as those to your back and knees, may also be aggravated by some tasks that trails volunteers perform. You must not do a job if you feel that it will irritate a pre-existing condition. Proper clothing should be worn at all times. Long pants, closed-toe shoes and gloves are required while performing trails duties. Common sense goes a long way to prevent unnecessary problems.

## Trail Safety Guidelines

1. Dress for the Trail: Long pants and long sleeve shirts are recommended along with sturdy shoes or hiking boots, work gloves, sunscreen, and plenty of water.
2. Information on the emergency contact should be provided to crew leader.
3. The crew leader shall inform the volunteers of the contact person for minor first aide needs, and where the first aide station will be located.
4. Carry tools at the side, not on a shoulder.
5. Carry tools with the sharpest side facing down.
6. Carry only one tool in each hand.
7. When carrying just one tool, hold it in the downhill hand.
8. While working, maintain at least a tool-length distance to the next person, or if not sure follow the "Ten Foot" Rule.
9. "Ten Fool Rule"- Keep a minimum distance of 10' between you and the next trail worker.
10. Before walking past others using tools, announce yourself and make eye contact before passing.
11. Lay tools down on the uphill side of the trail with handles pointing towards the trail. Make sure rakes are positioned with sharp tines downward in to the soil and not pointing upwards.
12. Stay alert to environmental hazards such as poison ivy, stinging insects, poisonous snakes and insects, sunstroke, and dehydration. Drink, eat, and rest adequately to avoid fatigue.

## Regulations for Trail Use

1. Stay on the designated trail
2. Put litter in containers provided; Do not leave or deposit any litter
3. Pick up after your pet
4. All pets must be on a hand-held leash under 6' long
5. Bicycle riders 17 years and younger must wear a helmet
6. Bicycles should be driven at safe speeds considering all other trail users
7. Ride or walk on right side when traffic is coming from the opposite direction or when someone signals they would like to pass
8. Motorized vehicles and horses are not allowed on this trail
9. No smoking, fires or firearms



# Trail Volunteer Activities

## Trail Volunteers

<b>Volunteer Activity Title</b>	Trail Volunteer
<b>City Department/Program</b>	Parks and Recreation
<b>Volunteer Location</b>	A designated Trail assigned by city staff
<b>Site Supervisors</b>	Parks Development and Operations city staff
<b>Time Commitment</b>	To be determined by volunteer and site supervisor.
<b>Schedule</b>	To be determined by volunteer and site supervisor.
<b>Age Requirement</b>	18 years or older
<b>Volunteer Activity Purpose</b>	To assist in preserving, maintaining, and protecting the Citywide Trail system, by attending Saturday trail maintenance events.
<b>Responsibilities &amp; Duties</b>	<ol style="list-style-type: none"> <li>1. Attend at least 3 Saturday trail events per year</li> <li>2. Assist staff with trail maintenance on a designated trail</li> <li>3. Track volunteer hours in city's volunteer management application</li> <li>4. Be an ambassador for the citywide trail system</li> </ol>
<b>Activity Specific Requirements:</b> Some city activities and programs will require a volunteer to complete a medical waiver and be fingerprinted	<b>LiveScan (fingerprinting):</b> Not applicable for this position Any person who will volunteer for a program or activity that will include children/youth and/or seniors <u>and</u> will not be supervised by a city staff member are required to be fingerprinted.  <b>Medical Waiver:</b> Not applicable for this position
<b>Qualifications</b> Education, personal characteristics, skills, experience	<ol style="list-style-type: none"> <li>1. A "can do" attitude</li> <li>2. Willingness to help preserving the trails, habitat, and environment</li> <li>3. Safety minded, with ability to follow direction on use of tools and proper lifting techniques</li> </ol> Positive role model
<b>Training</b>	<b>General:</b> New volunteers are required to attend a city orientation prior to the start of a volunteer assignment.  <b>Position-Specific:</b> <ol style="list-style-type: none"> <li>1. Review position activity description and/or assignment requirements</li> <li>2. Review Trail Volunteer Handbook</li> </ol>
<b>Benefits</b>	<ol style="list-style-type: none"> <li>1. Gain Trail Maintenance experience</li> <li>2. Learn about the environment</li> <li>3. Help keep the Citywide Trails system in good working condition</li> <li>4. Socialize with other citizens in the community</li> <li>5. Provide community service and have fun!</li> </ol>

## Trail Captains

<b>Volunteer Activity Title</b>	Trail Captain
<b>City Department/Program</b>	Parks and Recreation
<b>Volunteer Location</b>	A designated trail assigned by city staff
<b>Site Supervisors</b>	Parks Planning and Parks Maintenance city staff
<b>Time Commitment</b>	To be determined by volunteer and site supervisor.
<b>Schedule</b>	To be determined by volunteer and site supervisor.
<b>Age Requirement</b>	18 years or older
<b>Volunteer Activity Purpose</b>	To assist in maintaining the Citywide Trail System, by providing information to staff regarding potential maintenance needs, for a designated trail.
<b>Responsibilities &amp; Duties</b>	<ol style="list-style-type: none"> <li>5. Attend scheduled Saturday trail event on your trail per year</li> <li>6. Attend at least 3 Saturday events per year</li> <li>7. Walk your trail monthly and identify trail erosion, maintenance needs, vandalism, and potential vegetation pruning/removal on your trail.</li> <li>8. Provide monthly reports to staff via the Carlsbad Citywide Trail Inspection Form.</li> <li>9. Track volunteer hours in city's volunteer management application</li> <li>10. Be an ambassador for the citywide trail system</li> <li>11. Attend at least 1 quarterly trail volunteer meeting per year</li> </ol>
<p><b>Activity Specific Requirements:</b> Some city activities and programs will require a volunteer to complete a medical waiver and be fingerprinted</p>	<p><b>LiveScan (fingerprint):</b> Not applicable for this position Any person who will volunteer for a program or activity that will include children/youth and/or seniors <u>and</u> will not be supervised by a city staff member are required to be fingerprinted.</p> <p><b>Medical Waiver:</b> Not applicable for this position</p>
<p><b>Qualifications</b> Education, personal characteristics, skills, experience</p>	<ol style="list-style-type: none"> <li>4. A "can do" attitude</li> <li>5. Willingness to help preserving the trails, habitat, and environment</li> <li>6. Safety minded, with ability to follow direction on use of tools and proper lifting techniques</li> <li>7. Positive role model</li> </ol>
<b>Training</b>	<p><b>General:</b> New volunteers are required to attend a city orientation prior to the start of a volunteer assignment.</p> <p><b>Position-Specific:</b></p> <ol style="list-style-type: none"> <li>3. Review position activity description and/or assignment requirements</li> <li>4. Review Trail Volunteer Handbook</li> </ol>
<b>Benefits</b>	<ol style="list-style-type: none"> <li>6. Gain Trail Maintenance experience</li> <li>7. Learn about the environment</li> <li>8. Help keep the Citywide Trails System in good working condition</li> <li>9. Socialize with other citizens in the community</li> <li>10. Provide community service and have fun!</li> </ol>



## Carlsbad Trails Inspection Form

<b>Trail Name:</b>		<b>Date:</b>
<b>Trail Captain:</b>		
	<b>Condition</b>	<b>Comments</b>
<b>Trail Surface/Edge Condition</b>		
<b>Erosion</b>		
<b>Vegetation</b>		
<b>Signage</b>		
<b>Fencing</b>		
<b>Dog Waste Stations</b>		
<b>Additional Comments</b>		

For immediate trail maintenance items, please contact Parks Maintenance at 760-434-2985. Such examples would include trees fallen over trails, drainage washout after storm events, and graffiti.