



## **MLTPA Volunteer Program**

*Last updated June 2007*

Thanks for your interest in volunteering with Mammoth Lakes Trails and Public Access! Whether you're looking to flex your brain or your brawn, we've got a way for you to get involved on behalf of the trails here in Mammoth Lakes. Take a second to review the kinds of volunteer programs we're offering -- you can work as little or as much you like, though most "shifts" last at least a couple of hours.

### **IN THE FIELD**

Meet us either at the MLTPA Office or on site at the appointed hour and we'll break down the day's activities for you. Depending on your skill set and interests, your duties may include:

- working with a GPS unit to mark waypoints and/or routes that are part of an existing or proposed trails and public access system;
- examining, cataloguing, or otherwise surveying a point of access, trail, or other outdoor amenity within a specific set of technical parameters;
- documenting waypoints and/or routes with a digital camera;
- trail building, trail maintenance, or conditions assessment;
- assisting MLTPA with special events, such as leading hikes or manning the MLTPA booth for Earth Day, Town Clean-Up Day, Mammoth Motocross, etc.;
- joining the Trails Coordinator, planning consultants, and/or other staff members on-site for fieldwork or other out-of-doors activities; or
- ...other duties as assigned!

### **IN THE OFFICE**

Meet us at the MLTPA Office at the appointed hour, at which time we'll either keep you up here or transfer you down to the MLTPA Annex. Depending on your skill set and interests, your duties may include:

- data entry in Excel, FileMaker Pro, or other applications, which may include "cleaning" of electronic and/or analog database lists;
- manual and/or digital organization of reports, records, business cards, outside publications, and other components of MLTPA's Data Library;
- occasional stuffing, sealing, addressing, and stamping of envelopes or postcards for mass mailings;
- fact-checking of report information and mailing-list information;
- research for MLTPA-produced reports;
- creation and updates of topic-specific binders and other document collections for in-house reference or outside distribution;
- assisting the Executive Director or Communications Manager with website maintenance and updates;



- fielding and routing of phone calls;
- maintenance and updates of MLTPA contacts database;
- assisting with event coordination, from posting and distributing flyers to maintaining the RSVP list to lending a hand on-site with greetings, sign-ins, data collection, setup/breakdown, and more; or
- ...other tasks as assigned!

### **EITHER/OR**

“Either/or” volunteers are willing to assist MLTPA in the field, in the office, on-site at events, or in any other capacity, including, but not limited to, the activities described above.

**All MLTPA volunteers** will gain an understanding of the organization’s history, vision, mission, members, and past and current projects, and will learn to articulate MLTPA’s vision to others on the phone, through e-mail, or in person. MLTPA will provide a workshop opportunity for you to learn all of this -- and, of course, we’re always available to answer the questions you can’t.

Again, thanks for your interest in helping out! We look forward to working with you to help realize the promise of trails and public access here in Mammoth Lakes.