

Volunteers

IN PARKS <<<



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**Dear Volunteer:**

**Welcome to Alabama State Parks!**

On behalf of all our staff I would like to take this opportunity to express my heartfelt appreciation for your contributions and commitment to Alabama State Parks.

You have joined an important group of people who are concerned about Alabama's many natural resources and are equally concerned with providing excellent facilities with quality service to our special guests. Your contributions will give Alabama State Parks the beauty, the serene surroundings and the hospitable nature that make an enduring impression on every visitor.

Thank you for your generous donation of both time and talent to help make Alabama State Parks the best they can be.

**Sincerely,**

A handwritten signature in black ink that reads "Gregory M. Lein".

**Gregory M. Lein, Director  
Alabama State Parks**



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## **EQUAL OPPORTUNITY**

Access to the Alabama State Parks and State Park programs is available without regard to race, color, religion, age, gender, national origin, genetic information, veteran status, or disability.

Volunteers who believe they are being subjected to any type of discrimination by workers or supervisors and believe their experience is being adversely affected by such conduct should report such incidents to the park management. An investigation of each complaint will be conducted.

## **HANDBOOK INTERPRETATION**

The purpose of this handbook is to provide help in familiarizing volunteers with the park and specific volunteer duties. While many of the activities involving volunteers are discussed, it is impossible to anticipate every situation that might arise. Therefore each park is allowed flexibility in the administration of policies and procedures. In addition, the park managers/superintendents reserve the right to amend or revise policies and procedures without notice and when such an action is deemed necessary.

This handbook is not a contract and there are no provisions herein that constitute a contract of employment. If a volunteer contract is applicable it will be a totally separate document.

## **ORIENTATION**

Each Alabama State Park will have a staff person designated as the volunteer coordinator. This individual will provide general information regarding the volunteer's status and the responsibilities of the position. Any questions regarding the volunteers should be asked at this time. Volunteers should keep a line of communication open with the coordinator at all times. Should further questions arise involving their responsibilities or other state park matters, please contact the volunteer coordinator.

## **VOLUNTEER DEFINITION**

A Volunteer is someone who contributes their time and specific talent and/or skill to a state park and has been selected for the VIP program through a systematic application and interview process by a representative of the Alabama State Parks system.

## **VOLUNTEER STATUS**

Volunteers receive no direct monetary support for their efforts. They are not employees of the State of Alabama and are not covered under any form of worker compensation.

Personal satisfaction is the primary reason a person volunteers to serve in a State Park.

## **VOLUNTEER WORK SCHEDULE**

Volunteers/Camp Host(s) are expected to work a reasonable number of hours each day/week as needed to accomplish tasks assigned to them by the park manager/superintendent.



This is the official Alabama State Parks  
“Volunteer In Parks” logo.



**OFFICIAL**

LOGO

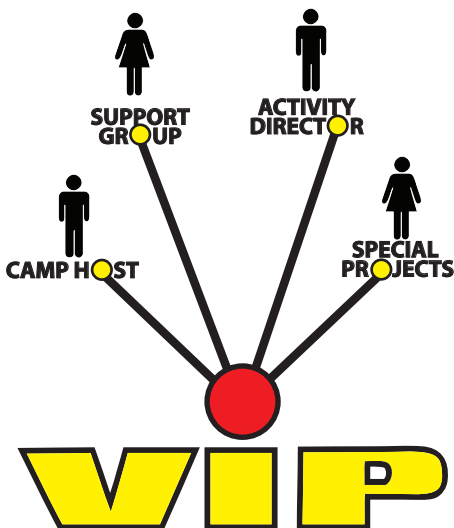
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## **VOLUNTEER OPPURTUNITIES**

There are numerous projects available through the VIP program. We have volunteer activities ongoing in all Alabama State Parks. Volunteers can perform most of the functions of a regular State Park Staff Employee. If you are interested in one of these exciting oppurtunities or would like more information, please contact the volunteer coordinator.

**There are different types of  
Volunteers in the VIP Program.**





**MISSION STATEMENT**

To volunteer my time and energy to an Alabama State Park in the area in which my assistance can be best utilized.

To work with and assist park staff in providing knowledge, information and assistance to visitors.

Also, to dedicate this volunteer service toward providing and insuring a pleasant and enjoyable experience for each visitor of an Alabama State Park.

**MISSION STATEMENT**

To acquire and preserve natural areas; to develop, furnish, operate, and maintain recreational facilities; and to extend the public's knowledge of the state's natural environment.

(ALABAMA CODE SECTION 9-2-100 TO 9-2-108)

## **SPECIAL GROUP VOLUNTEERS**

Alabama is blessed with an abundance of natural resources. Our state parks provide an excellent opportunity to observe and enjoy all of Alabama's resources and natural beauty. Alabama's State Parks are here for your enjoyment, and we encourage you to visit them often. We also encourage you to support them at every opportunity. It is the vision of the Alabama State Parks System to have a support group for each park.

Support groups help the Parks Division monitor the condition of the park and provide information regarding needed improvements and repairs. They provide vision for the park's future by helping to ensure the park continues to provide and meet the needs of those individuals using it.

Our support groups also help maintain the parks and provide innovative ideas that will make our parks more attractive and enjoyable. We ask them to set goals and to work to see that these goals are met. They can raise private money to help fund special projects. We encourage our volunteers to participate in any effort that will ultimately improve the parks.

Some of our parks already have organized support groups in place. A good example is "The Friends of Blue Springs State Park" in Clio, AL and "Friends of DeSoto State Park" in Fort Payne, AL. Feel free to contact us for more information regarding existing groups. For those parks that don't have an existing support group we would encourage you to help put the organization in place.

Performing tasks in an Alabama State Park will provide you a very rewarding feeling. We have work we could use your assistance with and we definitely want you to feel good.... Why wait? Contact an Alabama State Park near you today.

## **SPECIAL PROJECTS VOLUNTEERS**

Often we have visitors, volunteers or members of users groups to offer ideas or suggestions regarding improvements or new attractions that will add to the park and make it more diverse.

Many times hikers, bikers, horseback riders and other similar groups have a hard time finding lands they can utilize. Sometimes these individuals offer creative ideas for trails that will accommodate their members and perhaps help them recruit new members. In some instances these user groups are allowed to plan and construct trails in an Alabama State Park or maintain existing trails.

Alabama State Parks make excellent hosts for fishing tournaments, car, boat and RV shows, and provide a perfect place to view native Alabama wildlife. Many schools utilize the wooded areas of the parks to study the natural environment and the diversity of plants and animals in Alabama. These groups are encouraged to volunteer for special projects.

Sometimes civic or senior citizen organizations like to plan and perform landscaping improvements that enable them to remain active and at the same time make Alabama Parks more beautiful than they already are.

We refer to activities of this type as "Special Projects." All special projects, regardless of their scope, such as the construction of a biking trail, the planting of flowers and plants or the planning of a fishing tournament, are approved and supervised by park officials.

## **CAMPGROUND ACTIVITIES VOLUNTEERS**

Many of our State Parks have rather large campgrounds. At certain times during the year, especially during the summer months, hundreds or perhaps thousands of people will be residing there. During these peak times, some of our parks have volunteers we call “Activities Directors.”

The duties of these volunteers vary from park to park and basically they are to provide both the planning and conducting of activities for the campers to enjoy and participate in.

In addition to planning activities many parks try to schedule entertainment for the weekends during the summer months. This usually takes place on a Friday and Saturday night at a specified location in the campground.

Activities Directors are encouraged to be creative and provide a wide variety of activities/entertainment in order to provide a little something for everyone.

## **CAMPGROUND CAMP HOST(S) VOLUNTEERS**

Of all the volunteer opportunities available in the Alabama State Parks, being a Camp Host is probably the most popular. Camp Host(s) usually serve the park campground for a period of one month at a time. This can vary based on the availability of the volunteer and will be scheduled by the volunteer coordinator at the park you are interested in serving. Camp Host(s) assist the park staff on a wide range of duties and responsibilities. The following pages of this handbook will provide you a better understanding of these responsibilities.

## **TERMS AND CONDITIONS FOR CAMPGROUND HOSTS**

1- All Camp Host(s) are required to comply with all Alabama State Park campground rules and regulations.

2- Volunteer Camp Host(s) are expected to work a reasonable number of hours each day/week as needed to accomplish tasks assigned to them by the Park Manager/Superintendent.

3- Camp Host(s) are required to report complaints and criticism of the park facilities and situations that could pose a safety hazard for the guests. They may be required to submit other written records as directed by the park manager.

4- Camp Host(s) shall contact the Park Manager/Superintendent and give proper notice in the event of an absence due to sickness or personal emergency.

5- Overnight visits with the Camp Host(s) by dependents, relatives and/or friends may be permitted by the Park Manager on a case by case basis. Use of an assigned campsite is specifically for use of the named Camp Host(s) only.

6- Camp Host(s) should conduct themselves in a professional and orderly manner reflective of the park.

### **NO WORKERS' COMPENSATION IS PROVIDED:**

Volunteers are not employees of the Alabama State Parks. The State Parks Division accepts volunteer services as a gift or donation to the State of Alabama. The structuring of the volunteer program is to make the acceptance of donated services as beneficial to the users of the state's facilities as possible and to enhance the quality of the visitor's experience. Similarly, the assignment of hours of service and of duties are to allocate opportunities among the volunteer corps and are not meant to exercise control or direction over the volunteers. Injuries a volunteer may suffer, including death or dismemberment, while participating in the volunteer program are not covered by Workers' Compensation. Any and all claims must go through the Board of Adjustment.

# **EXAMPLE OF DUTIES**

## **1- Guest Assistance**

- A. Distribute and post park literature and information throughout the park.
- B. Give directions and promote park activities.
- C. Inform guests of park rules and regulations.
- D. Greet campers and provide set-up assistance if needed.
- E. Assist, on an as-needed basis, the registration of park guests.

## **2- Maintenance**

- A. Help clean debris and litter from campsites.
- B. Inform park staff of water leaks, power outages and any other emergency repairs that are needed.
- C. Keep bathhouse facilities stocked and presentable.
- D. Perform routine checks of facilities to ensure lights are off when not in use.

## **3- Security**

- A. Be familiar with park rules and regulations.
- B. Be prepared to politely inform guests of park rules and regulation infractions (inform but not enforce).
- C. Inform park security staff regarding any significant deviation from park rules and regulations.
- D. Promptly report accidents, emergencies and disturbances to the park staff.

## **4- Other**

- A. Experience in construction, masonry, electrical and overall craftsmanship are great attributes for special projects.
- B. Assist Park Naturalist and/or Activity Director with interpretive programs/activities.
- C. Help at park facilities as requested by the Park Manager/Superintendent.
- D. Volunteer and participate in other VIP special projects.
- E. Encourage volunteer participation among other guests.
- F. Suggestions are welcomed in an effort to develop and implement new activities in the campground areas.

# EQUIPMENT

Volunteer Camp Host(s) may be issued specific equipment related to the position. A listing of possible equipment is as follows.

## 1- Golf Cart

- A. For making rounds throughout the campground and creating up to-date campground occupancy checklists.
- B. Contact park staff if fuel is needed for the golf cart.
- C. Please remember the campground speed limit.
- D. The golf cart is to remain in the designated use area at all times.
- E. Golf cart is to be used for official park functions by Camp Hosts only.

## 2- Handheld Radio

- A. For adequate communication with park staff.
- B. Camp Hosts radio call is "Camp Host".  
(Example: Camp Host to D-33)
- C. Be familiar with radio codes (codes will be provided).
- D. Hosts may also elect to use their cell phones.

## 3- First Aid Kit

- A. For minor accidents occurring in the campground.

## 4- Accident Reports

- A. Accident reports will also be provided, to be completed by the Camp Host(s) (refer to example).
- B. Submit completed accident reports to park security or law enforcement officers.
- C. For serious accidents, call a law enforcement officer or 911.

## 5- Park Literature and Information

- A. Area attraction maps
- B. Park trail maps
- C. Park rules & regulations pamphlet
- D. Extra tent notices
- E. Registration notices
- F. Accident report forms
- G. Occupancy checklists
- H. Comment cards

## UNIFORMS

For safety and identification purposes, Volunteer Camp Hosts will be asked to wear certain uniforms. A VIP t-shirt will be issued to all Volunteer Camp Hosts to wear while on duty. The t-shirt will bear the official VIP State Park Logo and is to be turned in when the volunteers time of service is completed. Also, all Camp Hosts will be given a matching cap to wear while on duty. The cap is a gift from the Alabama State Parks Division and may be kept. Other items may also be assigned.

Volunteers may elect to purchase additional clothing with park logos at their own expense.





# **COMMUNICATION WITH PARK STAFF**

Camp Hosts communication with park staff is an essential function of the volunteer that contributes directly to adequate management of the park. Some examples of and reasons for communication are as follows:

## **1- Guest Complaints**

- A. All complaints should be reported to appropriate park staff.

## **2- Maintenance or Security Issues**

- A. Please contact appropriate personnel for any concerns that may arise.

## **3- Suggestions**

- A. If you have any comments on how to improve park services, please feel free to speak with park management.

## **4- Lost and Found**

- A. All lost and found items are to be submitted to security or turned in at the park office or designated location. Include any information regarding the item(s).

## **5- Emergency Contact**

- A. Please notify park staff immediately upon learning of any emergency.
- B. A listing of emergency phone numbers, radio call numbers and radio codes is provided for reference.

**ALABAMA STATE PARK COMMONLY  
USED RADIO CODES:**

10-1	Unable to copy
10-2	Signal is good
10-4	Acknowledge (OK)
10-6	Busy
10-8	In service
10-9	Repeat
10-10	Out of Service, subject to call
10-12	Standby for further details
10-18	Any traffic for this unit?
10-19	No traffic for your unit
10-20	Location
10-21	Call by phone
10-22	Report in person
10-23	Arrived at the scene
10-24	Assignment completed
10-25	Disregard
10-32	Armed person
10-33	Emergency-all units remain silent
10-39	Stopping vehicle
10-41	Beginning shift
10-42	Ending shift
10-46	Assisting motorist
10-48	Need assistance
10-50	Traffic accident
10-51	Wrecker needed
10-52	Ambulance needed
10-55	Intoxicated driver
10-56	Intoxicated pedestrian
10-57	Direct traffic
10-63	Prepare to make written copy
10-77	Narcotics officer needed
10-84	Enroute
10-89	Dead person
10-95	Reckless driving
10-96	Mental person
10-97	Civil disturbance
10-100	Hot pursuit



## ALABAMA STATE PARKS

# CONTACT INFORMATION

### **BLUE SPRINGS STATE PARK**

2595 Highway 10  
Clio, AL 36017  
Office & FAX: (334) 397-4875  
[BlueSpringsStPk@dcnr.alabama.gov](mailto:BlueSpringsStPk@dcnr.alabama.gov)

### **BUCK'S POCKET STATE PARK**

393 County Road 174  
Grove Oak, AL 35975  
Office: (256) 659-2000  
FAX: (256) 659-2752  
[BucksPocket.StatePark@dcnr.alabama.gov](mailto:BucksPocket.StatePark@dcnr.alabama.gov)

### **CATHEDRAL CAVERNS STATE PARK**

637 Cave Road  
Woodville, AL 35776  
Office & FAX: (256) 728-8193  
[CathedralCaverns.StPk@dcnr.alabama.gov](mailto:CathedralCaverns.StPk@dcnr.alabama.gov)

### **CHEAHA STATE PARK**

19644 Highway #281  
Delta, AL 36258  
Office: (256) 488-5111  
FAX: (256) 488-5885  
[Cheaha.StatePark@dcnr.alabama.gov](mailto:Cheaha.StatePark@dcnr.alabama.gov)

### **CHEAHA STATE PARK LODGE**

Highway #281, 2141 Bunker Loop  
Delta, AL 36258  
Office: (256) 488-5115  
FAX: (256) 488-5649  
[Cheaha.StateParkLodge@dcnr.alabama.gov](mailto:Cheaha.StateParkLodge@dcnr.alabama.gov)

### **CHEWACLA STATE PARK**

124 Shell Toomer Parkway  
Auburn, AL 36830  
Office: (334) 887-5621  
FAX: (334) 821-2439  
[Chewacla.StatePark@dcnr.alabama.gov](mailto:Chewacla.StatePark@dcnr.alabama.gov)

### **DESOTO STATE PARK**

7104 Desoto Parkway NE  
Fort Payne, AL 35967  
Office: (256) 845-0051  
FAX: (256) 845-8286  
[DeSoto.StatePark@dcnr.alabama.gov](mailto:DeSoto.StatePark@dcnr.alabama.gov)

### **DESOTO STATE PARK LODGE**

1299 Blalock Drive NE  
Fort Payne, AL 35967  
Office: (256) 845-5380  
FAX: (256) 845-3224  
[DeSoto.StateParkLodge@dcnr.alabama.gov](mailto:DeSoto.StateParkLodge@dcnr.alabama.gov)

### **FRANK JACKSON STATE PARK**

100 Jerry Adams Drive  
Opp, AL 36467  
Office: (334) 493-6988  
FAX: (334) 493-2478  
[FrankJackson.StatePark@dcnr.alabama.gov](mailto:FrankJackson.StatePark@dcnr.alabama.gov)

### **GULF STATE PARK**

20115 State Highway 135  
Gulf Shores, AL 36542  
Office: (251) 948-7275  
FAX: (251) 948-7726  
[gulfstpk@gulfstel.com](mailto:gulfstpk@gulfstel.com)  
[Gulf.StatePark@dcnr.alabama.gov](mailto:Gulf.StatePark@dcnr.alabama.gov)

### **LAKE GUNTERSVILLE STATE PARK**

1157 Lodge Drive  
Guntersville AL 35976  
Office: (256) 571-5444  
FAX: (256) 571-9043  
[Guntersville.StatePark@dcnr.alabama.gov](mailto:Guntersville.StatePark@dcnr.alabama.gov)

### **LAKE GUNTERSVILLE STATE PARK LODGE**

1155 Lodge Drive  
Guntersville, AL 35976-9126  
Office: (256) 571-5440  
FAX: (256) 571-5459  
[Guntersville.Lodge@dcnr.alabama.gov](mailto:Guntersville.Lodge@dcnr.alabama.gov)

### **LAKE LURLEEN STATE PARK**

13226 Lake Lurleen Road  
Coker, AL 35452  
Office: (205) 339-1558  
FAX: (205) 339-8885  
[LakeLurleen.StPk@dcnr.alabama.gov](mailto:LakeLurleen.StPk@dcnr.alabama.gov)

### **LAKEPOINT STATE PARK**

104 Lakepoint Drive  
Eufaula, AL 36027  
Campground: (334) 687-6676  
FAX: (334) 687-3273  
[LakePoint.StPk@dcnr.alabama.gov](mailto:LakePoint.StPk@dcnr.alabama.gov)

### **LAKEPOINT RESORT LODGE**

P.O.B 267 / Hwy. 431 North  
Eufaula, AL 36072-0267  
Office: (334) 687-8011  
FAX: (334) 687-3273  
[LakePoint.StPkLodge@dcnr.alabama.gov](mailto:LakePoint.StPkLodge@dcnr.alabama.gov)

### **MEAHER STATE PARK**

P.O.B 7826  
5200 Battleship Pkwy. E.  
Spanish Fort, AL 36577  
Office & FAX: (251) 626-5529  
[Meaher.StatePark@dcnr.alabama.gov](mailto:Meaher.StatePark@dcnr.alabama.gov)

### **MONTE SANO STATE PARK**

5105 Nolen Avenue  
Huntsville, AL 35801  
Office: (256) 534-3757  
FAX: (256) 539-7069  
[Monte.SanoStPk@dcnr.alabama.gov](mailto:Monte.SanoStPk@dcnr.alabama.gov)

### **OAK MOUNTAIN STATE PARK**

P.O.B 278  
200 Terrace Drive  
Pelham, AL 35124  
Office: (205) 620-2520  
FAX: (205) 620-2531  
[OakMountain.StatePark@dcnr.alabama.gov](mailto:OakMountain.StatePark@dcnr.alabama.gov)

**RICKWOOD CAVERNS  
STATE PARK**

370 Rickwood Park Road  
Warrior, AL 35180-3568  
Office & FAX: (205) 647-9692

[RickwoodCaverns.StPK  
@dcnr.alabama.gov](mailto:RickwoodCaverns.StPK@dcnr.alabama.gov)

**JOE WHEELER STATE PARK**

4403 McLean Drive  
Rogersville, AL 35652  
Office: (256) 247-5466  
FAX: (256) 247-1449

[JoeWheeler.Park@dcnr.alabama.gov](mailto:JoeWheeler.Park@dcnr.alabama.gov)

**JOE WHEELER  
STATE PARK LODGE**

4401 McLean Drive  
Rogersville, AL 35652  
Office: (256) 247-5461  
FAX: (256) 247-5471

[JoeWheeler.Lodge@dcnr.alabama.gov](mailto:JoeWheeler.Lodge@dcnr.alabama.gov)

**WIND CREEK STATE PARK**

4325 Alabama Hwy 128  
Alexander City, AL 35010  
Office: (256) 329-0845  
FAX: (256) 234-4870

[WindCreek.StatePark@dcnr.alabama.gov](mailto:WindCreek.StatePark@dcnr.alabama.gov)

## VIP CONTRACT AGREEMENT

I, \_\_\_\_\_, have been assigned to volunteer/host at \_\_\_\_\_ State Park for the period of \_\_\_\_\_ to \_\_\_\_\_.

During this time frame, if at any time my conduct/appearance is inappropriate I may be terminated from my duties as a volunteer/host.

It is my responsibility to maintain a presentable campsite and periodic inspections will be conducted by the volunteer coordinator or his/her representative.

During high operational months I may be asked to perform more volunteer hours and assigned different job descriptions.

If I am assigned a campground, I will be responsible for keeping the campsite clean, neat, and free from trash and unsightly items.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

You will be given a copy of VIP rules and regulations for community living to read and sign. This document will become a legal binding agreement between you as a volunteer/host and DCNR, State Parks Division.



## CONTACTS <<<

# AND SOCIAL MEDIA



**[DCNR.parkspr@dcnr.alabama.gov](mailto:DCNR.parkspr@dcnr.alabama.gov)**

General Alabama State Parks email address



**1.800.ALA.PARK**

Main Parks Reservation number, which connects callers to Montgomery administration operator, and/or State Park.



**[Alapark.com](http://Alapark.com)**

State Parks website where customers can find detailed information about each park's facilities and events.



## **SOCIAL MEDIA**



Main Facebook page is "Alabama State Parks Division"



All 17 State Parks have their own independent FB pages.

\*Some of the larger parks have their own twitter and instagram pages.



## **PARKS NEWSLETTER**

Informative Parks email newsletter, updating registered providers with events and activities.

\*To Sign-up click on the "SIGN-UP" button on Alapark.com



## **YOUTUBE CHANNEL**

Videos of Conservation & State Park grounds  
[www.youtube.com/outdooralabama](http://www.youtube.com/outdooralabama)



**ALABAMA STATE PARKS**

**ALAPARK.COM**