

## VOLUNTEER PREPARATION PACKET

Thank you for volunteering to help on a service projects hosted by the Jordan River Commission! Our service projects would not be possible without the generous support of our volunteers. We thank you for everything you that you do to provide our community with an enriching experience along the Jordan River corridor.

Before you volunteer with us, we ask you read this form to ensure every event is a safe, fun, and memorable experience.

### Be prepared to:

- Work for two hours - rain or shine!
- Learn about the ecology of the Jordan River
- Help with trash pick-up, invasive weed removal, native grass seeding, and tree planting.
- Sign liability waiver in advance

### This packet includes:

- Sample timeline
- Checklist of what to bring/what will be provided
- Safety Information
- Important contacts

We hope this information will prove useful as you prepare to assist us on our service projects along the Jordan River Corridor. Please contact us with any questions or concerns.

*Thank you for volunteering!*

Jordan River Commission  
P.O. Box 91095  
Salt Lake City, Utah, 84109-1095  
(801) 536-4158  
[www.jordanrivercommission.com](http://www.jordanrivercommission.com)

## TIMELINE

We strive to provide our volunteers with a productive and enriching experience. In the past we have noticed after a few hours volunteers tend to become tired and lose focus, so the majority of our events run for approximately two hours

### Sample Timeline

8:45 am – 9:00 am: Staff arrives at site.

9:00 am - 9:10 am: Introduction to project site, discuss main objectives, and address any safety issues

9:10 am - 9:20 am: Assign tasks and get the group started.

9:20 am - 10:45 am: Work time

10:45 am-11:00 am: Gather together, make closing remarks, collect tools, and begin to clean up

Note: The time/length of our events is dependent on both the project and volunteer groups' needs/availability. This timeline should be used as a guide and in no way should be used as a set schedule.

## SUPPLY CHECKLISTS

Use the checklists below to be best prepared for the project. Note: Supplies vary depending on project, group size, and project date. Please verify what will be provided with the project leader in advance.

***\*If you bring gloves/tools from home, please label them before arriving.***

### Things to Wear/Bring:

Long pants  
Closed-toe-shoes  
Hat/Sunglasses  
Sunblock  
Refillable water bottle  
Rain Jacket if forecasted

### We Will Provide:

Tools  
Gloves  
Trash bags  
Water  
First Aid Kit

## **SAFETY INFORMATION**

Jordan River Commission staff will have emergency information and a first aid kit at every event. Although injuries are rare, incidents are possible so please read through the potential risks before attending one of our events.

Potential risks may include (but are not limited to): physical strain from lifting or walking on uneven terrain, possible exposure to herbicides, urban hazards (barbed wire, broken glass, etc.), and injury due to improper use of tools and machinery. Volunteers need to be able to walk over rough surfaces; bend, crouch, stoop, stretch, reach, in a recurring manner and/or directed by the project leader.

If a hazardous object (e.g. hypodermic needle) is encountered during any part of a service project, JRC staff is prepared to mark the object's location with a flag and telephone the appropriate agency to properly remove and dispose of the hazard.

## **IMPORTANT CONTACTS**

Erin Mounce, Volunteer Coordinator, (315) 720-3644,  
volunteer@jordanrivercommission.com

Laura Hanson, Executive Director, (801) 536-4158, lahanson@utah.gov

Brian Tonetti, Education & Programs Coordinator, (585) 703-8582, btonetti@utah.gov

**In case of an emergency: Dial 911**