

**Volunteer Hatchery Host Work Plan**  
**Hagerman National Fish Hatchery**  
**2005**

Primary responsibility is to greet hatchery visitors and provide information about the hatchery program, work of the Fish and Wildlife Service, and points of interest in the local area. In addition, responsibilities includes keeping visitor access areas clean and presentable.

**SCHEDULE:**

1:00pm - 6:00pm weekdays

10:00am - 6:00pm weekends and holidays

Develop knowledge of hatchery facility and fish rearing program and be familiar with points of interest in local community.

Read station guide, Annual Report, Hatchery Brochure and other literature as provided.

View Service videos - *"To Restore a Legacy"*, *"Your National Fish Hatchery"*, *"Trout Triumphant"*, *"Endangered Species"* and *"Web of Life"*.

**Visitor Interaction:**

- < Greet visitors and direct them to kiosk, display pond, and rearing facilities.
- < Answer questions regarding hatchery and Service program; offer to take name and address if unable to provide answer.
- < Maintain Visitor Logbook at Visitor Center. Maintain running total of visitors in the Logbook and provide sheets to secretary at month-end.
- < Restock and copy hatchery brochures as needed.
- < Coordinate scheduled tours with manager and secretary.
- < Report number of tours given, number of people, and group/organization (if applicable) to the secretary at month-end.
- < Visit with fisher folks at Oster Lake and promote message of liter control.

**Facility Upkeep**

- < Set-up planters and flower beds - coordinate plant purchase with secretary.
- < Mow and water lawn at picnic area.
- < Trim weeds at picnic area.
- < Coordinate irrigation of lawn at trailer pad.
- < Wash display case weekly.
- < Sweep cobwebs and debris from visitor center walls, floor, door and window wells and ceilings weekly.
- < Clean windows on outside of administration building as needed.
- < Pull weeds from flowerbeds, around mailbox, facility buildings, and visitor signs.
- < Pull or clean out weeds and tumble weeds from bushes on main lawn and administration building.

- < Sweep or use walk blower as needed and wash walk and parking area at administration/visitor center weekly.
- < On a daily basis inspect for and remove litter at picnic area, and remove debris from ashtray at administration building.
- < Twice weekly check and/or remove trash from the two containers at admin/visitor center and replace liners as needed. Clean ash tray and replace sand as needed.
- < Wash bird stains weekly from all hatchery signs.
- < Twice daily inspect Oster Lake Area, check trash cans twice weekly and replace liners as needed.