

National Park Service  
U.S. Department of the Interior

Keweenaw National Historical Park  
Calumet, Michigan



# Keweenaw National Historical Park *Volunteer Management Plan*



---

# Volunteer Management Plan

**Keweenaw National Historical Park  
Michigan**

**25970 Red Jacket Road  
Calumet, MI 49913  
906-337-3168**

Welcome to Keweenaw National Historical Park. We are grateful that you have decided to donate your talents and time to the National Park Service. Since the Volunteer-in-Parks (VIP) program began in 1970, thousands of volunteers have made enormous contributions to parks across the country. As a relatively new site of the National Park Service, Keweenaw National Historical Park is just beginning to establish its volunteer program.

We hope that as a volunteer, you will develop an appreciation for the National Park Service and the special areas, like Keweenaw National Historical Park, that our agency cares for. Like most organizations, private business, industry, academia or government, the National Park Service has its system of operation and organizational structure. If you have any questions about how this park operates, please discuss them with your immediate supervisor or the park's volunteer coordinator.

This Volunteer Handbook has been developed to make sure that you have an enjoyable and productive experience at Keweenaw National Historical Park. In particular, you will find information inside on:

- Key aspects of the Volunteer-in-Parks program
- Basic orientation to the park and its personnel
- Handy references for your term as a VIP

Volunteer Name: _____
Supervisor Name: _____
Supervisor Telephone: _____
Date: _____



<b>Table of Contents</b>	<b>Page</b>
Volunteer-In-Parks Overview.....	4
Orientation.....	4
Training.....	4
Commitment.....	5
Park History – Enabling Legislation.....	6
Statements of Purpose.....	7
Statements of Significance.....	7
Volunteer Orientation – checklist for new VIPs.....	9
Uniforms.....	10
Uniform Wear Standards.....	10
Personal Appearance Standards.....	11
Standards.....	11
Personal Adornments.....	11
Conduct While In Uniform.....	12
Evaluation.....	12
Teamwork.....	13
Use of Government Property.....	13
Use of Government Motor Vehicles.....	13
Safety and Emergency Procedures.....	14
Telephone Directory.....	15
Revised Target Organization – April 2006.....	16
General Park Information	
Federal Holidays.....	17
Transportation (getting to and from the park) .....	17
Receiving and sending mail .....	17
Receiving Phone Calls and Faxes.....	18
Computer use.....	18
Housing.....	18
Area Services.....	18
Area Attractions.....	18
Local Weather .....	19
Housing, Food, and Mileage Reimbursement.....	20
Awards.....	20
Special Project Awards.....	20
Appendix.....	21
Agreement for Individual Volunteer Services (FORM 10-85).....	22
VIP Time Sheet (KEWE-14).....	23
Claim for Reimbursement for Volunteer Expenses.....	24
Volunteer Assessment.....	25
Standard Job Hazard Analysis Template.....	26
Sample Job Hazard Analysis.....	27
Volunteer Position Descriptions	
Blank Volunteer Position Description Form.....	29
Sample PD – Photography Assistant.....	30
Sample PD – Information Desk Assistant.....	32

**Table of Contents - Continued**

**Page**

Sample PD – Editorial Assistant.....	34
Sample PD – Archives Tech.....	36
Sample PD – File Clerk.....	38
Sample PD – History Tech.....	40
Sample PD – Integrated Pest Management Tech.....	42
Sample PD – Library Tech.....	44
Blank Volunteer Project Description.....	46

## **Volunteer-In-Parks Program Overview**

The guidelines which govern the VIP program are defined by the National Park Service. The VIP program at Keweenaw National Historical Park is tailored to meet the park's specific needs while remaining consistent with the National Park Service guidelines. Each National Park Service site with a Volunteer-in-Parks program has a VIP coordinator. The coordinator has overall responsibility for the VIPs with the site in addition to a full assignment of other responsibilities. The current VIP Coordinator at Keweenaw National Historical Park is [Dan Johnson - Quincy Unit Interpretive Specialist](#).

## **Orientation**

Orientation to Keweenaw National Historical Park will provide you with a framework of information about the site, its procedures and operations. The better you understand what the organization is and how it operates, the more independent and productive you will be. Most of the orientation information will be provided by your supervisor. Additional orientation information is presented later in this manual.

Try to keep learning about this park and the National Park Service throughout your stay. The knowledge will enhance your appreciation and enjoyment of your VIP experience. If after your orientation you still have questions, do not hesitate to ask your supervisor.

## **Training**

Training will provide you with the specific job-related knowledge and skills necessary for you to do your work. As a new VIP, you will receive on-the-job training from your supervisor, volunteer coordinator, other park employees or other volunteers so that you can be effective and comfortable with your new responsibilities. The amount of training you receive depends on your assignment and your experience with similar types of work. If your VIP position at Keweenaw National Historical Park is the first time you have volunteered with the National Park Service, then you may also receive training on the history and mission of the agency.

Please remember that both you and your instructors are responsible for the success of your training. Be perfectly honest about what you already do and do not know. Think of your instructors as partners working with you to achieve important objectives. Be sure to ask your instructor about anything that is not clear.

We want you to have all the support you need to complete work assignments confidently. Keep in mind however, that NPS employees are usually very busy with routine work. Talk to your instructor or supervisor and agree on the best way to handle questions or additional training needs. It may not be possible to provide all your training in the first day or two of your VIP assignment. Expect to receive occasional informal training opportunities throughout your service period.

## **Commitment**

People volunteer for many reasons. Hopefully, you have discussed your reasons with the park's VIP Coordinator and your supervisor about how you expect to benefit from the experience. If not, make sure to take the time to do so as soon as possible. They want to make sure that you achieve your objectives, because volunteering should always benefit both you and the park. You and your supervisor should have discussed your work schedule prior to your agreeing to become a park volunteer. That agreement indicates the specific number of hours per week for a specific number of weeks. Please, honor that commitment. If you need additional days off, talk with your supervisor.

- Record your hours on the VIP Attendance Record (KEWE-14) form as directed by your supervisor. Turn in your form at the end of the month.
- Report to work on time each day that you are scheduled. Other staff members are counting on you.
- If for any reason you cannot report for duty as scheduled, notify your supervisor as soon as possible.

Most volunteers want to be as productive as possible and this attitude is greatly appreciated. Quality is also important too. The public entrusts the care of their national treasures to the National Park Service and the public expects a high standard of quality in everything we do. The public often does not make any distinction between paid and volunteer staff. Even as a volunteer, you are to maintain the same high standards expected by the public.

## **Park History**

### **Enabling Legislation**

The concept of a national historical park commemorating the significance of copper mining on the Keweenaw Peninsula surfaced in northern Michigan in 1974. In response to a congressional request, the National Park Service prepared national historic landmark nominations for historic districts at Calumet and the Quincy Mining company properties in 1988. These nominations evaluated the districts' national significance and briefly reported on options for NPS involvement in the preservation of Keweenaw copper mining history.

Local support and another congressional request resulted in another NPS report for Congress – Study of Alternatives, Proposed Keweenaw National Historical Park (NPS 1991). This study focused on the Quincy Mining Company Historic District and the Calumet Historic District, which had been designated as national historic landmarks in February and March 1989, respectively. Based on the findings of these studies, congress passed Public Law 102-543, signed October 27, 1992, establishing Keweenaw National Historical Park (the park) in and around Calumet and Hancock, Michigan. The full text of the bill can be found in Appendix A.

The 1992 legislation also established the Keweenaw National Historical Park Advisory Commission. The commission is charged with advising the secretary of the interior in the preparation and implementation of the park's General management Plan. The commission is comprised of seven members who are appointed by the secretary of the interior. The commission meets quarterly to provide assistance and advice in planning for the development of park resources and programs. Five of the members while appointed by the secretary, are nominated by the following entities identified in the legislation: the Calumet Village council, the Calumet Township Board, the Quincy Township and Franklin township Boars, the Houghton County Board of Commissioners, and the governor of Michigan. The remaining two are appointed based on their familiarity with historic preservation and national parks. Commission members serve without pay. In general their term is for three years.

The Heritage Sites associated with Keweenaw National Historical Park provide visitors to the area with places to learn about park stories. These sites are public or commercial facilities. The park superintendent has established informal agreements with these site owners or managers using the following tow basic standards for selection; (1) the site has a direct relationship to at least one aspect of the copper mining story of the Keweenaw Peninsula, and (2) the site is open to the public on a regular basis. For a current and up to date listing of park partner sites, please visit the park's website at [www.nps.gov/kewe](http://www.nps.gov/kewe) or talk with your supervisor.

## **Purpose and Significance**

### **Statements of Purpose**

The purposes of Keweenaw National Historical Park, as stated in Public Law 102-543, and as refined in the GMP are to:

- Tell the story of the role of copper in the development of an American industrial society and the effects on the Keweenaw Peninsula of providing that copper.
- Identify, study, and preserve the nationally significant historical and cultural sites, structures, districts, landscapes, and other resources of the Keweenaw Peninsula for the education, benefit, and inspiration of present and future generations.
- Interpret the historic synergism among the geological, aboriginal, sociological, cultural, technological, economic, and corporate influences that relate the stories of copper on the Keweenaw Peninsula.
- Develop and sustain into the 21<sup>st</sup> century the park and the community through a blend of private, local, state, and federal management, investment, and ownership.

### **Statements of Significance**

Statements of significance clearly define the most important things about the park's resources and values. They serve as the foundation for developing primary interpretive themes and desirable visitor experiences. Significance statements help park managers and staffs focus on the preservation and enjoyment of those attributes that directly contribute to the purpose of the park and that must be protected. The statements of significance for Keweenaw NHP as developed in the GMP and refined through planning for the RSP and CIP are:

- The geologic events that formed the Keweenaw mine district include the oldest and largest lava flow known on earth and the most extensive rift valley known to have bisected the North American continent. These geologic processes resulted in the largest known deposits of elemental copper currently known.
- Archeological sites on the Keweenaw Peninsula contain remnants of the oldest known metal mining activity in the western hemisphere, dating from about 7,000 years ago. Copper items originating from the Keweenaw Peninsula are associated with other aboriginal sites in Eastern North America.
- The copper mines of the Keweenaw Peninsula played an important role in the history of the United States of America.
- Copper mining on the Keweenaw Peninsula pioneered deep shaft, hard rock mining, milling, and smelting techniques and advancements in related mining technologies later used throughout the world.
- Calumet & Hecla and Quincy mining companies are examples of the rise, development, and eventual decline of the copper mining industry on the Keweenaw Peninsula.
- Many people, mostly from Europe, were selectively recruited by mining companies between 1843 and 1924. They and other immigrants brought with them their languages, surnames, customs, politics, and religious faiths. At one time, over 30 ethnic groups were represented in Calumet.
- The architecture and municipal design in Calumet, MI is evidence of the corporate-sponsored community planning and large scale corporate paternalism that was unprecedented in American industry and continues to express the heritage of the district.
- Keweenaw National Historical Park contains an outstanding assemblage of landscape fragments features, structures, artifacts, and archives relating to 19<sup>th</sup> Century copper mining operations.

Keweenaw National Historical Park is the first unit of the NPS to operate as a partnership park with the only permanent advisory commission. Through cooperative partnership efforts with private and public entities, and state and local governments, the park preserves and interprets the history of copper mining on the Keweenaw Peninsula.

## **Volunteer Orientation – Checklist for New VIP**

Below is a list of key informational subjects that relate to your work as a Volunteer-in-Parks at Keweenaw National Historical Park. During your orientation to the park and to your job, you should be given information about each item on the list. If you find you have missed learning about any category or have not fully understood any explanation, check with your assigned supervisor or the park VIP coordinator. Thorough knowledge of all phases of park operation as they relate to the VIP program will help to ensure a successful and positive volunteer experience.

- Introduction to the National Park Service, the park, and the Volunteer-in-Parks program
- Staff and VIP introductions
- Park rules and regulations
- VIP uniform / dress code
- Buildings and grounds orientation – including restrooms, parking, lunchroom, workplace, location of supplies
- Paperwork / explanation of necessary forms – job description, job hazard analysis, logging work hours
- Introduction to your job and who will be responsible for job guidance; possible training opportunities; available handbooks
- Safety procedures / fire plan; emergency procedures; first aid
- Methods of dealing with problem situations
- Use of government equipment, computer training, telephone procedures, housing availability, etc.
- Use of government vehicles / government driver's license (if applicable)
- Expense reimbursement procedures
- Tax deduction information (IRS Form 526)
- Work schedule; how to request a schedule change and report absences
- Working relationship between National Park Service and Heritage Sites and other park partners

## Uniforms

Depending on your position and the degree of public contact you will have, you may be required to wear a uniform to perform your volunteer duties. VIPs are authorized to wear several different uniform clothing items. These include the official VIP hats, jackets and shirts with the VIP insignia. You will be issued some of these items at the start of your term. You may also be required to purchase some items. A clothing allowance will be provided to you to defray the cost of making these purchases. Jackets and shirts (not t-shirts) must be returned, but items such as hats or the ones you purchase with the uniform allowance are yours to keep.

The official VIP uniform serves two important functions. It identifies you to the public as a representative of the National Park Service. It also helps distinguish volunteers from other NPS employees. The later function is why volunteers are not authorized to wear any part of the official National Park Service uniform.

When you are wearing VIP uniform items in public, you are part of the NPS. Please keep in mind that several generations of outstanding public service have established public respect for this organization and its representatives. You are therefore required to maintain the same standards of conduct and grooming as regular National Park Service employees.

### *Uniform Wear Standards*

Certain rules apply to overall appearance. All uniforms and uniform components must meet the following minimal standards:

- Khaki shirt (provided)
- Black or brown turtleneck can be worn with long sleeve volunteer shirts
- Dark brown pants (up to \$20.00 reimbursed for each pair of pants – limit 2) – denim, corduroy, or polyester is acceptable.
- Khaki insulated jacket (provided in winter months)
- Brown fleece (provided)
- Copper windbreaker (provided in summer months)
- Hat - tan with green (provided)
- Belts (either brown or black – purchased by volunteer)
- Socks and shoes – whatever is most comfortable and suitable to the work environment
- Uniform must be clean and neat at the beginning of the workday.
- Uniform must not be frayed with attention being paid to collar points and cuffs.
- Uniform must be free of excessive wear, including worn areas, shiny spots, holes, or missing buttons.
- Uniform must be free of offensive odor.
- Uniform must be clean and free of spots, stains, soil or any other foreign substance.
- Uniform must not be faded. Fading is defined as when a uniform item is noticeably lighter in coloration than a comparable new item.
- Uniform must be free from pilling, (i.e., when small balls of material appear on the exterior of worn clothing).
- Uniform items should be ordered (or altered to) in sizes that prevent excessive tightness or bagginess.

### *Additionally:*

- Pants and shirt pockets should be free of bulges. Items in shirt and pants pockets should not stick out, be readily apparent, be more than a ½-inch thick or distract from uniform appearance.

- T-shirts must never be visible (unless wearing the volunteer issued t-shirt) under shirts (either at the neck **or** at the sleeves) or worn alone unless wearing the volunteer issued t-shirt.
- Uniforms are incomplete without name bars. Each volunteer in uniform will be issued a minimum of two name bars, one for the uniform shirt, one for jackets and outerwear.
- Sunglasses may be worn with uniforms, but sunglasses that are dark enough to make it difficult or impossible to see the employee's eyes should be worn in visitor contact situations only when absolutely necessary. Mirrored sunglasses are prohibited. Sunglasses rims must be in conservative colors such as gray, black, or brown; bright or neon colors are prohibited.

### *Personal Appearance Standards*

The NPS has established personal appearance standards for its uniformed personnel, including volunteers, in order to:

- Maintain a neutral image that encourages approachability and interactions with the broadest spectrum of the visiting public.
- Assure employee and volunteer safety.
- Maintain the positive appearance that the public has come to associate with the service while embracing diversity.
- Promote relations with cooperating organizations with similar standards.
- Maintain good order and discipline which is a part of uniformity among all uniformed employees and volunteers.

Regions and/or parks may be more restrictive based on surveys of local or regional standards as established by comparable organizations (e.g., local or regional law enforcement agencies, professional organizations and corporate organizations with similar public service functions).

### *Standards*

Volunteers must recognize that the public will often judge the effectiveness of the NPS based upon its first impressions. A uniformed volunteer who is inattentive to his/her personal appearance reflects an unfavorable image not only on her/himself, but on the entire Park Service.

Distinction is drawn between the grooming required for males and females. This does not reflect any difference in the degree to which it is imperative that female or male employees are well groomed; rather it reflects norms and expectations by the public of grooming standards by the two sexes. These expectations and norms are critical to the recognition, cooperation and approachability by the public.

### *Personal Adornments*

The following restrictions apply to personal adornments:

- General: Persons choosing to accept a uniformed position are required to minimize personal adornments while wearing the NPS volunteer uniform.
- Tattoos - will be physically covered to the greatest extent possible.
- Jewelry - must not unreasonably detract from the overall appearance of the uniform. Excessive numbers, large size and bright or contrasting colors of jewelry may create an unprofessional appearance. In addition, supervisors and managers may have to limit jewelry wear for safety reasons.
- Earrings - Earring size and number must not detract from the overall appearance of the uniform.
- Rings and Studs - associated with body piercing must be removed (where visible) while in uniform.
- Elective body modifications - must never be visible.

- Fingernails - must not be over ¼-inch long on women and closely trimmed on men. Wear polish that is a conservative shade, complementary to their skin color or to the uniform colors.

### *Conduct While in Uniform*

Although proper behavior is expected from uniformed volunteers under all circumstances, volunteers are specifically prohibited from the following activities **while in uniform or wearing a readily identifiable uniform component**:

- Purchasing or consuming alcoholic beverages, whether on or off duty.
- Smoking or carrying cigars, pipes or cigarettes in their mouths or chewing tobacco while in public view.
- Gambling in any form while on or off duty.
- Participating in or attending any demonstration or public event wherein the wearing of the uniform could be construed as agency support for a particular issue, position or political party.
- Sleeping while on duty and in public view.

### **Evaluation**

A volunteer's work – similar to other National Park Service employees – is periodically evaluated. Most evaluations with your supervisor are informal and occur throughout your term of service. A formal written evaluation will be provided to you at the close of your service.

The purpose of the evaluation discussions is to give you feedback on your contribution and to provide you with an opportunity to discuss your assignment with your supervisor. Of course, you don't have to wait for an evaluation to raise questions or concerns. That can be done at any time.

The evaluation procedure gives you an honest assessment of your contributions to the park and gives you a chance to evaluate us as well. Take the time to review the VIP Assessment of Park and Staff form located in this handbook. You will be asked to complete a copy of this form at the end of your service period.

In addition to periodic evaluations, you will have an opportunity to discuss your assignment and progress with your supervisor and the VIP coordinator. This usually takes place after the first two weeks of your term. The scheduling varies depending on your assignment and other factors. The VIP Coordinator does not participate in the routine evaluation discussions.

As well as your service on your assigned tasks, the park expects the following from its volunteers:

- Willingness to work, follow regulations and accept supervision
- Flexibility that allows for unexpected changes, delays or problems that occur from time to time
- The ability to get along in a congenial manner with park visitors, staff, fellow VIPs and members of the community
- Willingness to accept and respond to constructive criticism as a means of improving the VIP program and park operations
- Conduct and appearance that meets the same high standards as those set for National Park Service employees.

## **Teamwork**

In the previous section, you read that maintaining congenial relations with park staff and other VIPs is one of your important responsibilities. Usually, this is very easy to do. Most volunteers enjoy their interactions with others at the park.

You are, however, interacting with people of different backgrounds, beliefs and interests. Working closely with others in such an environment may occasionally challenge one's tolerance for diversity. If you find yourself uncomfortable working with one of your colleagues – or suspect they may be uncomfortable with you – please do not keep your concern to yourself. Explain your situation to either your supervisor or the park's VIP Coordinator. Given prompt attention, teamwork concerns can usually be resolved to the satisfaction of all. Park administration will appreciate your recognition of the problem and interest in resolving it successfully.

## **Use of Government Property**

It is illegal to convert or use any government property for personal use at any time. This includes, but is not limited to, the photocopier, fax machine, computers, office supplies and telephone. Employees are authorized to make reasonable, but limited, use of government telephone systems for necessary personal calls.

### *Computer and Email Use*

Any employee who uses a government computer must take mandatory, on-line computer awareness training. This is to be completed within two weeks of the start of employment. The type of computer use permissible is covered in this mandatory training.

Depending upon the nature of your work, an email account may be set up through your immediate supervisor and the park computer specialist. All email questions and concerns must be addressed through your supervisor or the Volunteer Program Coordinator.

## **Operating Government Motor Vehicles**

To operate an owned or leased Government motor vehicle, the operator must have a valid state driver's license for a motor vehicle. As a Federal employee, you are expected to observe all driving laws and set an example of safe and careful driving when operating Government vehicles. Government-owned or-leased vehicles are to be used for official purposes only. Smoking is not allowed in Government-owned or-leased vehicles.

### *The Use of Seatbelts is Mandatory (Executive Order 13043)! BUCKLE UP!*

Some positions require that the operator possess a valid Commercial Driver's License (CDL) to operate equipment over-the-road. The operator may also be required to have additional endorsements to move or operate specific equipment or material. Additional Government operator's training may be required to operate special equipment such as a forklift. It is your responsibility to carry your state license whenever you operate a Government vehicle.

Government vehicles may be operated solely for the accomplishment of official government business only. All employees shall operate the vehicles in a competent and safe manner at all times. Vehicle operators shall ensure that keys and credit cards are removed from unattended vehicles and such vehicles are locked. See Standard Operating Procedure Management #4 – Use of Government Vehicles for further guidance.

## **Safety and Emergency Procedures**

Because the most important resource in our park is personnel, your health and welfare are always forefront in our minds. By becoming familiar with safety regulations and policies in the park and practicing safe habits everyday, you will greatly reduce the chances for injury and sickness. No job is so urgent that it cannot be done safely. As part of your orientation /training, you will be given a job hazard analysis form. This form will detail the known hazards for your position and provide solutions for how to minimize the known hazards or potential risks.

Make sure that you understand the park procedures for all types of emergencies. General procedures are discussed in the next section of this handbook. More specific information will be provided to you by your supervisor. If you are ill, notify your supervisor and do not report for work that day. If you have any special medical problems that may be affected by the work you are performing, be sure to inform your supervisor when reporting for duty. Disguising them or keeping secret a medical problem could endanger your life.

If you are injured on the job, report the injury to your supervisor immediately. Even minor injuries must be reported when they occur in case you would need medical attention at a later date. If you are in need of immediate medical attention, do that first and as soon as possible, contact your supervisor or the volunteer coordinator.

The National Park Service and Keweenaw National Historical Park are serious about providing a safe environment for visitors and employees. We have a documented safety program, as well as action plans for a variety of program areas. Your supervisor has copies of these plans. Discuss these plans with your supervisor, and, if you have any concerns about safety while on the job, let these concerns be known to your supervisor. If you feel your concerns are not being addressed, contact the Park Safety Officer, Charles Masten (extension 120) or any member of the Park Safety Committee.

When you sustain an on-the-job injury, you (or someone acting on your behalf) have the responsibility to immediately notify your Supervisor. Upon reporting the injury, you will be authorized to obtain medical treatment if required. Only Emergency medical treatment may be obtained without prior authorization. A written report must be submitted within two (2) working days following the incident. See Appendix: What a Federal Employee Should Do When Injured At Work.

Managers are responsible for providing a safe and healthy workplace for all employees, as well as safe working equipment and conditions. You are responsible for following safe practices and are encouraged to offer suggestions to your supervisor or safety officer that may improve working conditions, protect equipment and property, and protect yourself and fellow workers.

If you are involved in an accident or an incident resulting in personal injury, occupational illness or property damage, you must promptly report all the facts and circumstances to your immediate supervisor. An

accident/incident report should be completed, especially in cases involving work injury or death, injury requiring first aid, accidental injury or property damage involving the public, any fire, or any accidental damage to Government property.

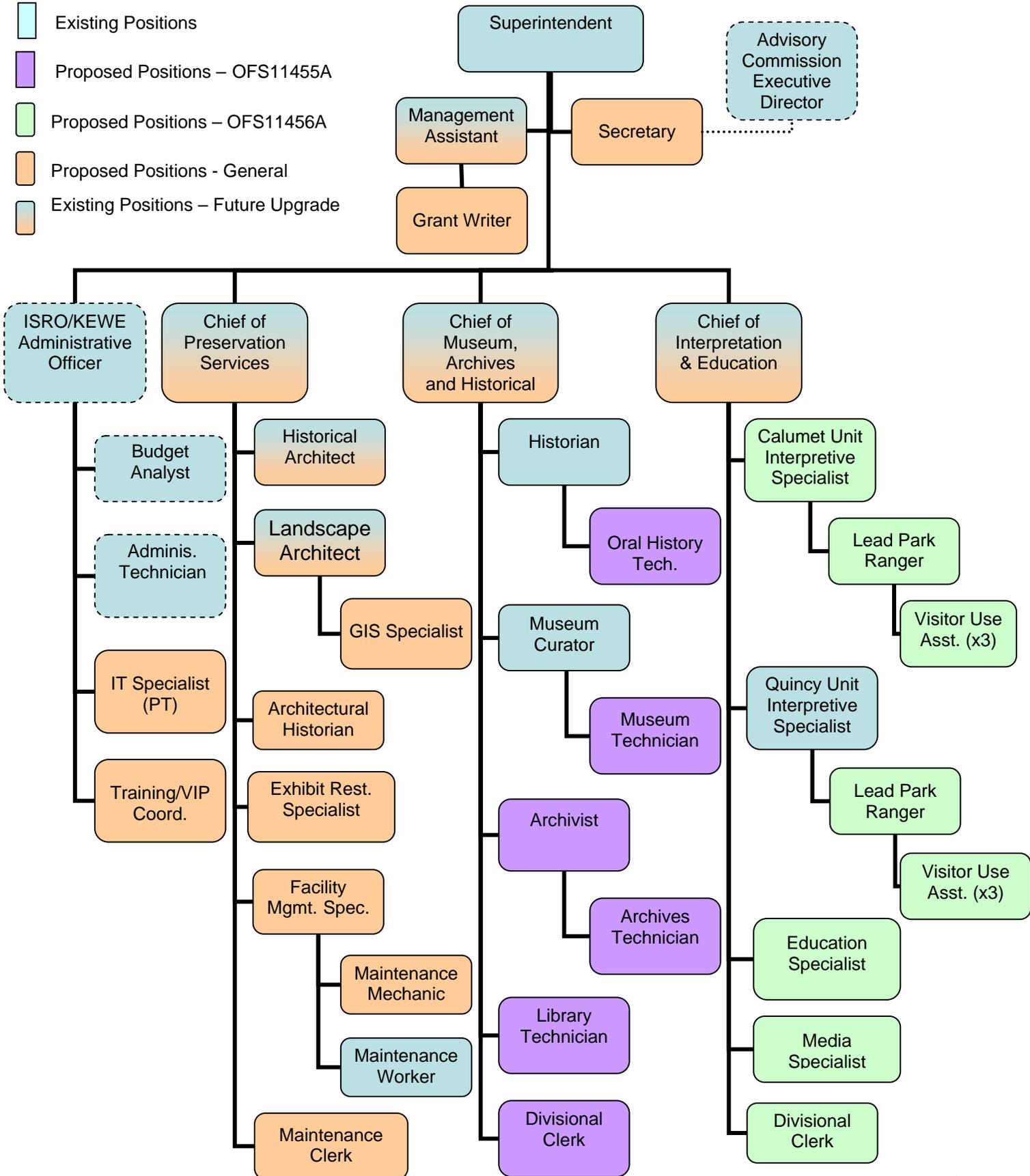
## Telephone Directory

Headquarters Building      Main Number: 906-337-3168

Employee Name	Title	Extension
Baker, Kathy	Budget Analyst	110
Baker, Tom	Management Assistant	131
DeLong, Steve	Landscape Architect	122
Fiala, Frank	Superintendent	101
Harter, Kathleen	Chief of Interpretation & Education	230
Johnson, Dan	Quincy Unit Interpretive Specialist	132
Kipina, Ken	Maintenance Worker	124
Masten, Charlie	Chief of Preservation Services	120
Rosemurgy, John	Historical Architect	121
Rossini, Betsy	Administrative Manager	112
Schrader, Ellen	Administrative Clerk (and Park Operator)	111
<i>Fax/Server Area</i>		<i>170</i>
<i>Preservation Services Conference Room</i>		<i>125</i>
Keweenaw History Center	906-337-3168	Extension
Fisher, Abby Sue	Chief of Museum Services	250
Hoduski, Brian	Museum Curator	251
Mason, Jeremiah	Archivist	260
Murley, Kit	Museum Tech	259
Urion, Jo	Historian	253
<i>Curatorial Computer Area</i>		<i>256</i>
<i>Library</i>		<i>255</i>
<i>Processing Room</i>		<i>144</i>
<i>Reading Room</i>		<i>257</i>
Non-Employees (Partners of the Park – located in the Headquarters Building)		
Vacant (Executive Director, Keweenaw NHP Advisory Commission)		160

# Revised Target Organization – April 2006

- Existing Positions
- Proposed Positions – OFS11455A
- Proposed Positions – OFS11456A
- Proposed Positions - General
- Existing Positions – Future Upgrade



## **Federal Holidays**

Official Federal holidays are designated per the following schedule and are observed as such. If a holiday falls on your lieu day, your designated holiday will be the preceding workday. Your supervisor will advise you as to your scheduled holiday observance.

### *Federal Holidays*

- New Year's Day - January 1
- Martin Luther King's Birthday - Third Monday in January
- President's Day - Third Monday in February
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Columbus Day - Second Monday in October
- Veterans Day - November 11
- Thanksgiving Day - Fourth Thursday in November
- Christmas Day - December 25

## **Transportation**

Daily Air Service: provided by Northwest AirlinK to the Houghton County Memorial Airport (CMX), 1-800-225-2525.

Bus Service: provided by Greyhound Bus Lines, 1-800-2313-2222

Charter bus service is available through Superior Coaches & Delivery of Houghton, 906-487-6511.

Cab Service: available in the Calumet, Hancock, and Houghton areas.

Rental cars: available at the airport and from local car dealers.

## **Receiving Mail**

All official or work related mail may be sent to the following address and in care of the individual receiving the correspondence:

Keweenaw National Historical Park  
25970 Red Jacket Road  
P.O. Box 471  
Calumet, MI 49913

## **Sending Mail**

All work related mail is to be handled and distributed through the park's mail room. Fed Ex and UPS packages are handled by the park's Administrative Clerk.

## **Receiving Phone Calls and Faxes**

Phone calls will be forwarded to the appropriate work stations and offices and are received through the following two phone numbers:

906-337-3168 (published number that reaches a real person)

906-337-1104 (unpublished number that reaches an automated directory of employee numbers)

Fax numbers:

906-337-3169 (park headquarters building)

906-337-1273 (museum services building)

## **Computer Use**

All employees and volunteers must take mandatory computer training prior to use of government owned computers. Please consult with your supervisor regarding proper computer use and training and the document [Responsibilities for Computer Use Version 2003-3](#).

## **Housing**

Keweenaw National Historical Park currently has only one housing opportunity for volunteers. This consists of a small one-bedroom apartment located in the Daniel Manor in the Village of Laurium. Daniel Manor is approximately a 10 minute walk from park headquarters in Calumet.

## **Area Services**

Grocery stores, restaurants, gas stations, banks, hotels, and laundries are located within the Calumet Unit and the park. A hospital and pharmacy services are also available within a five minute drive. All of the already mentioned services are provided within a five minute drive of the Quincy Unit of the park.

## **Area Attractions**

*Enjoying cultural history* - Visit any of the local historical societies and museums and learn about the rich cultural heritage of the area. These points of interest are staffed with knowledgeable volunteers and offer a variety of perspectives on life in the Keweenaw Peninsula.

*Enjoying natural history* – State and national parks offer a wide range of options from extended overnight backpacking trips to short day hikes and picnicking. There are also waterfalls to view, kayaking tours, mountain bike trails, wild berries for picking, and beaches for relaxing. Local trails in the winter offer a wide range of activities including cross country and downhill skiing, snowmobiling and snowshoeing plus ice fishing on the many inland lakes.

*Food and Restaurants* – A variety of restaurants are located throughout the Keweenaw Peninsula. Grocery stores are also available in all the major communities.

*Camping* – Numerous camping options, including both primitive and developed sites, are available across the Keweenaw Peninsula. Public campgrounds are available at Fort Wilkins, McLain and Porcupine Mountains Wilderness state parks. Private campgrounds are also available.

*Lodging* – A full-range of hotels, motels, bed and breakfast inns and cabins are found across the Keweenaw Peninsula.

### Local Weather

<b>Month</b>	<b>Avg. High Temp.</b>	<b>Avg. Low Temp.</b>	<b>Record High/Low Temp.</b>	<b>Avg. Precip.</b>	<b>Avg. Snowfall</b>
<b>January</b>	21.7 <sup>0</sup> F	8.5 <sup>0</sup> F	43 <sup>0</sup> F /-26 <sup>0</sup> F	4.21 inches	70.9 inches
<b>February</b>	23.6 <sup>0</sup> F	9.5 <sup>0</sup> F	56 <sup>0</sup> F /-25 <sup>0</sup> F	2.28 inches	34.0 inches
<b>March</b>	32.3 <sup>0</sup> F	17.9 <sup>0</sup> F	65 <sup>0</sup> F/-21 <sup>0</sup> F	2.4 inches	23.6 inches
<b>April</b>	46.3 <sup>0</sup> F	30.0 <sup>0</sup> F	88 <sup>0</sup> F/0 <sup>0</sup> F	1.71 inches	7.7 inches
<b>May</b>	61.4 <sup>0</sup> F	41.2 <sup>0</sup> F	95 <sup>0</sup> F/20 <sup>0</sup> F	2.62 inches	1.1 inches
<b>June</b>	70.5 <sup>0</sup> F	50.0 <sup>0</sup> F	96 <sup>0</sup> F/31 <sup>0</sup> F	2.85 inches	0 inches
<b>July</b>	75.7 <sup>0</sup> F	56.0 <sup>0</sup> F	102 <sup>0</sup> F/36 <sup>0</sup> F	3.07 inches	0 inches
<b>August</b>	73.3 <sup>0</sup> F	55.5 <sup>0</sup> F	97 <sup>0</sup> F/38 <sup>0</sup> F	2.73 inches	0 inches
<b>September</b>	63.0 <sup>0</sup> F	47.2 <sup>0</sup> F	92 <sup>0</sup> F/25 <sup>0</sup> F	3.32 inches	0.1 inches
<b>October</b>	51.3 <sup>0</sup> F	37.3 <sup>0</sup> F	86 <sup>0</sup> F/13 <sup>0</sup> F	2.59 inches	3.8 inches
<b>November</b>	36.3 <sup>0</sup> F	25.8 <sup>0</sup> F	71 <sup>0</sup> F/-2 <sup>0</sup> F	2.86 inches	23.8 inches
<b>December</b>	25.6 <sup>0</sup> F	14.8 <sup>0</sup> F	54 <sup>0</sup> F/-15 <sup>0</sup> F	3.48 inches	57.9 inches

## Housing, Food, and Mileage Reimbursement

Standards are dependent upon yearly budget available and subject to a case by case review with the volunteer coordinator.

- Mileage may be reimbursed to any volunteer traveling over 5 miles (each way) at the current government mileage rate.
- If a volunteer works 8 hours per day for a total of 16 hours per week, they may be entitled to a \$4.00 per day meal stipend.
- If a volunteer works 32 hours per week, is from outside the area and needs housing, the park may provide a housing slot or reimbursement of rent at an agreed upon price.

## Awards

<i>Hours Donated</i>	<i>Award</i>
1-50 hours	Certificate and sticker Volunteer t-shirt
100 hours	Volunteer Pin and Keweenaw National Historical Park Pin or key chain
200 hours	Post card and note card packet or NPS Great Lakes book or belt buckle
300 hours	Name bar with hours tab
400 hours	Keweenaw water bottle
500 hours	Keweenaw lunch bag
600 hours	Name bar with hours tab
700 hours	Keweenaw NHP book from association bookstore (value at \$25.00)
800 hours	Keweenaw Volunteer polo shirt
900 hours	Name bar with hours tab
1000 hours	Keweenaw Volunteer denim shirt

## Special Project Awards

Such awards are intended for individuals who work on a specific project for a short duration or on a project of such significance that a special award should be provided. For example, a one-time volunteer who works a season may appreciate a book over a post card and note card packet even though the hours worked (200) are the same. This type of award is up to the discretion of the supervisor and the Volunteer Program Coordinator.

Award Item – something of monetary value that does not exceed \$50.00  
(I.e. book, gift certificate, shirt)

## Appendix

<b>Form</b>	<b>Page</b>
Agreement for Individual Volunteer Services (FORM 10-85).....	22
VIP Time Sheet (KEWE-14).....	23
Claim for Reimbursement for Volunteer Expenses.....	24
Volunteer Assessment.....	25
Standard Job Hazard Analysis Template.....	26
Sample Job Hazard Analysis.....	27
Volunteer Position Descriptions	
Blank Volunteer Position Description.....	29
Sample PD - Photography Assistant.....	30
Sample PD – Information Desk Assistant.....	32
Sample PD - Editorial Assistant.....	34
Sample PD – Museum Tech.....	36
Sample PD – Archives Tech.....	38
Sample PD – File Clerk.....	40
Sample PD – History Tech.....	42
Sample PD – Integrated Pest Management Tech.....	44
Sample PD – Library Tech.....	46
Blank Volunteer Project Description.....	48

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
VOLUNTEER-IN-PARKS PROGRAM

\_\_\_\_\_  
AREA

**AGREEMENT FOR INDIVIDUAL VOLUNTARY SERVICES**

(Act of July 29, 1970 Public Law 91-357)

\_\_\_\_\_  
NAME (Please print Last, First & Middle Initial)

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
ADDRESS Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Brief description of work to be performed, including minimum time commitment required. Attach complete job description to this form.

I understand that I will not receive any compensation for the above work and that volunteers are NOT considered to be Federal employees for any purpose other than tort claims and injury compensation, and I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the National Park Service or I may cancel this agreement at any time by notifying the other party.

I hereby volunteer my services as described above, to assist the National Park Service in its authorized work.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

The National Park Service agrees, while this arrangement is in effect, to provide such materials, equipment and facilities as are available and needed to perform the work described above, and to consider you as a Federal employee only for the purpose of tort claims and compensation for work related injuries.

\_\_\_\_\_  
Signature of Park VIP Coordinator

\_\_\_\_\_  
Date

**TERMINATION OF AGREEMENT**

Agreement terminated on \_\_\_\_\_  
Month, Day, Year

\_\_\_\_\_  
Signature of Park VIP Coordinator





## Volunteer Assessment

Volunteer's Name \_\_\_\_\_

Position \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Using a scale of 1 to 5 please rate the following categories

1 = Below average/needs improvement

3 = Average

5 = Excellent

N/A = Not applicable

Staff Support	1	2	3	4	5	N/A
Staff Supervision	1	2	3	4	5	N/A
Staff Attitude	1	2	3	4	5	N/A
Working Climate	1	2	3	4	5	N/A
Training Received	1	2	3	4	5	N/A
Job Assignment	1	2	3	4	5	N/A
Interest in volunteering at KNHP again	1	2	3	4	5	N/A
Utilization of your talents on job	1	2	3	4	5	N/A
Satisfaction of your reason/s for volunteering	1	2	3	4	5	N/A

Additional comments for improving the volunteer program:

# Keweenaw NHP - Job Hazard Analysis Form

**Job Title or Title of Project:**

**Prepared by:**

**Title:**

**Date Prepared:**

Hazard	Actions to Eliminate Hazard

# Keweenaw NHP - Sample Job Hazard Analysis

**Job Title or Title of Project:** Photography Assistant

**Prepared by:** Kathleen Harter

**Title:** Chief of Interpretation & Education

**Date Prepared:** April 1, 2005

Hazard	Actions to Eliminate Hazard
Sunstroke, Dehydration, or Heat Exhaustion	Wear a hat at all times when out in direct sunlight. It is estimated that the major cause of sunstroke is over exposure of the head and face to the sun. Wear sunscreen at all times. Wear long sleeves. Sunscreen with an SPF15 or higher should be worn on face, arms, neck, chest, and if needed, legs. Drink plenty of fluids, preferably water. Know the signs of sunstroke, dehydration and heat exhaustion.
Tripping and falling	Wear lace-type boots with skid-resistant soles and tops at least 6 inches high. Plan ahead and select safe routes. Watch for changes in ground surface, slick spots or unusual hazards. Make sure of secure footing and safe working positions. Walk - never run - down slopes. Use extreme caution around poor rock piles and building ruins. If a fall occurs try to shift weight to fall backward onto posterior, rather than forward onto arms and face.
Getting Lost	Never travel or work alone in isolated areas without a radio, map, first aid kit and compass. You should also carry a flashlight, high energy food, and water. Get a reliable weather forecast before setting out, as well as road conditions. Insure that a supervisor is aware of what you will be doing and where you will be going prior to setting out.
Vehicle Operation on Gravel Roads	A wet unpaved road has the same traction as an ice covered road. Reduce your speed by 5 to 10 miles per hour below the posted speed when unpaved roads are wet. Gravel surfaces are simply more difficult to drive on due to variable traction. Always go slow and drive defensively. Be prepared to meet traffic and get over to the right as far as you can safely. Never tailgate. Always allow plenty of braking room and time.
Lifting and Carrying	Remember to lift with your legs and not your back. Test the weight of something and if it feels too heavy, stop and get help. Never lift or move a heavy object without assistance.
Blisters and Heat Rash	Insure that your shoes or boots are well broken in before using them for hiking or program presentation. Know first aid treatment for blisters and tender spots on feet. Heat rash is typically caused by heat, perspiration, and friction. Wear

	loose clothing. Treatment for heat rash is to stay out of the sun until it is gone and attempt to keep area dry. Treat itch with calamine lotion.
Exposure to garbage and litter	Carry rubber gloves and trash bags when out in the park. Never pick up any litter with bare hands. Pay particular attention to any litter that has fluids on it, such as blood. Use extreme care when disposing. Report any injury, no matter how slight, obtained through removing litter. Any human waste should be reported to maintenance to remove.
Hantavirus	Never handle mice, whether alive or dead, without wearing gloves. Use a bleach solution to clean the area where it was found.
West Nile Virus	West Nile Virus is carried by mosquitoes. Wear long pants and sleeves to cover exposed areas of the skin. Use a mosquito repellent that contains DEET. When possible, avoid going outside during periods of high mosquito activity, such as the early morning or evening hours near sunset.
Frostbite, Exposure	Wear a hat, gloves, and scarf/neck warmer at all times when out of doors during winter conditions. Wear sunglasses or other eye protection for blowing snow and snow glare. If extremities become white or lose sensation, try to get indoors as soon as possible. If outside, get in a warm vehicle if possible.
Lightning and Hail	Watch the weather and know the forecast. If you see lightning or hear thunder, attempt to get to a building. If not possible, get to a vehicle. Do not take cover under a tree. If it begins to hail and you are driving a vehicle, pull off the road as soon as it is safe to do so and wait it out. If you are outside, attempt to get to a building or vehicle. If leading a walk or giving a talk during adverse weather, end the program.

# Keweenaw NHP – Blank Volunteer Statement of Duties

VIP-1

Date:

***VIP Position Description***

***VIP-1***

**Position:**

---

**Location:**

---

**Purpose:**

---

**Preferred  
Knowledge, Skills  
And Abilities:**

---

**Physical  
Demands:**

---

**Minimum Age:**

---

**Minimum Time  
Requirement:**

---

**Work  
Environment:**

---

**Estimated Total  
Work Hours:**

---

**Training required/  
provided:**

---

**Government Vehicle  
to be used:**

---

**Anticipated work  
schedule:**

---

**Supervision:**

---

**Estimated Total  
Supervisory Hours:**

---

VIP-1  
August 31, 2006

**VIP Position Description**

**VIP-1**

**Position:** Photography Assistant – Division of Interpretation and Education

**Location:** Park-wide

**Purpose:** To assist with the taking of professional photographs of the park, partners, and Heritage Sites. This will entail visiting park locations and various sites throughout the Keweenaw Peninsula during different times of the day and in different seasons.

**Preferred Knowledge, Skills And Abilities:**

Ability to work and communicate with park staff, partner staffs, and visitors in a professional and friendly manner.

Must also have extensive professional photography knowledge and abilities and be willing and able to capture photos in a variety of weather, hard to get to locations, and during different times of the day.

Cataloging and maintaining the photograph files is also necessary which requires knowledge and skills with digital photography software and computer software. Knowledge of the park, cooperating sites, and other park resources would be helpful.

Ability to communicate information in a clear and concise manner which includes grammar, spelling, punctuation, and terminology.

**Physical Demands:**

This will require walking, hiking, snowshoeing, and/or cross country skiing through forests, over loose rock, and along lakeshores and streams. Photos are to also be taken from inside mines, interior spaces and in urban areas.

**Minimum Age:** 16 years

**Minimum Time Requirement:**

Recommend regular schedule, but variable according to volunteers' commitment and suitability in position.

**Work Environment:**

Most of work is performed in the field and away from the office. Conditions can be harsh (heat, cold, wind, sun) and one must be prepared for variable weather conditions.

**Estimated Total Work Hours:**

3 days per month at 8 hours per day = 288 total hours

**Training required/  
provided:** Yes – in-house training provided

**Government Vehicle  
to be used:** Yes

**Anticipated work  
schedule:** Work schedule is flexible

**Supervision:** The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The volunteer is relied upon to carry out assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

**Estimated Total  
Supervisory Hours:** 24 total hours

VIP-1  
August 31, 2006

**VIP Position Description**

**VIP-2**

**Position:** Information Desk Assistant – Division of Interpretation and Education

**Location:** National Park Service Information Desk at the Quincy Mine Hoist Association.

**Purpose:** Inform and orient visitors to the park. Answer visitor questions regarding park facilities, Heritage Sites, cultural and natural resources, and recreational opportunities. General office duties include: answering phones, operating computers, copiers and other office equipment, and maintaining and updating information files.

**Preferred Knowledge, Skills And Abilities:**

Ability to work and communicate with park staff, partner staffs, and visitors in a professional and friendly manner, and the ability to handle large volumes of visitors on an occasional basis.

Ability to use a computer with current programs and research information on the world wide web.

Knowledge of the park, Heritage Sites, and other park resources would be helpful.

Ability to communicate information in a clear and concise manner which includes grammar, spelling, punctuation, and terminology.

**Physical Demands:** Long periods of standing may be required during intense visitation at the information desk. Lifting of moderately heavy objects (i.e. park newspaper bundles) may be necessary.

**Minimum Age:** 16 years

**Minimum Time Requirement:** Recommend regular schedule, but variable according to volunteers' commitment and suitability in position.

**Work Environment:** Most of work is performed indoors in a sparsely heated and cooled space (i.e. small fan and portable heater available).

**Estimated Total Work Hours:** 20 weeks at 8 hours per week = 160 total hours

**Training required/  
provided:** Yes – in-house training provided

**Uniform required/  
provided:** Yes

**Government Vehicle  
to be used:** Occasionally

**Anticipated work  
schedule:** Work schedule is flexible

**Supervision:** The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The volunteer is relied upon to carry out assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

**Estimated Total  
Supervisory Hours:** 24 total hours

VIP-1  
August 31, 2006

**VIP Position Description**

**VIP-3**

**Position:** Editorial Assistant – Division of Interpretation and Education

**Location:** Keweenaw National Historical Park headquarters

**Purpose:** Work in the division of Interpretation & Education and serve as the editor of all park-produced publications. This position requires a person with professional skills in editing written materials that are used for park visitors.

**Preferred  
Knowledge, Skills  
And Abilities:**

Ability to work and communicate with park staff and partner staffs.

Ability to use a computer with current programs and research information on the world wide web.

Knowledge of the park, Heritage Sites, and other park resources would be helpful.

Ability to communicate information in a clear and concise manner which includes grammar, spelling, punctuation, and terminology.

**Physical  
Demands:**

Sitting and working at a computer for prolonged periods of time.

**Minimum Age:** 21 years

**Minimum Time  
Requirement:**

Recommend regular schedule, but variable according to volunteers' commitment and suitability in position.

**Work  
Environment:**

Most of work is performed indoors at a computer work station.

**Estimated Total  
Work Hours:**

20 weeks at 8 hours per week = 160 total hours

**Training required/  
provided:**

Yes – in-house training provided

**Uniform required/  
provided:**

No

**Government Vehicle  
to be used:** No

**Anticipated work  
schedule:** Work schedule is flexible

**Supervision:** The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The volunteer is relied upon to carry out assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

**Estimated Total  
Supervisory Hours:** 24 total hours

VIP-1  
16 JUL 2001

**VIP Position Description**

**VIP-4**

Position: Museum Technician – Division of Museum, Archival and Historical Services.

Location: Park Museum – Calumet, Michigan.

Purpose: To perform uncomplicated technical tasks in one or more of the functional areas of the museum occupation.

Preferred Knowledge, Skills And Abilities: Knowledge of NPS museum practices, procedures, techniques, and record systems, including accessioning, registration, filing, and collection storage procedures.

Basic understanding of museum collection conservation and preservation practices.

Broad knowledge of history, archeology, geology (or etc.) as it applies to the museum's collection.

Skill in using basic hand tools with prescribed safety precautions.

Knowledge of computer operation and a variety of software packages in order to complete inventorying, cataloging, and extraction of data from relational databases.

Ability to communicate information in a clear and concise manner. This includes grammar, spelling, punctuation, and terminology appropriate to museum operations in the NPS.

Supervision: The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The volunteer is relied upon to carry out assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

Guidelines: Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The volunteer exercises judgment to identify problems and to propose applicable solution guidelines.

Complexity: Duties involve a variety of related technical assignments that support the operation and maintenance of the park's museum. Decisions regarding what needs to be done involve various choices requiring the volunteer to recognize the existence of and differences among a few easily recognizable situations.

Scope and Effect: Purpose of the position is to perform routine museum tasks in the absence of available park personnel. The work performed affects the accuracy and timeliness of further museum functions.

Personal Contact: Contacts are with park staff, as well as with the general public.

Purpose of  
Contacts: The purpose of contacts is to obtain, relay, and exchange information.

Physical  
Demands: The work is partially sedentary, involving prolonged periods of time operating a computer workstation, standing, walking, and bending. Heavy items (e.g., boxes up to 50 pounds) may be lifted or moved on an occasional basis.

Age Limit: Minimum 18 years.

Minimum Time  
Requirement: Recommend regular schedule, but variable according to volunteers' commitment and suitability in position.

Work  
Environment: Most of work is performed in the park museum, which may or may not be adequately lighted, heated, or cooled.

VIP-3  
11 MAY 2004

***VIP Position Description***

***VIP-5***

**Position:** Archives Technician – Division of Museum, Archival and Historical Services.

**Location:** Keweenaw History Center – Calumet, Michigan.

**Purpose:** To perform uncomplicated technical tasks in one or more of the functional areas of the archival occupation.

**Preferred  
Knowledge, Skills  
and Abilities:**

Knowledge of NPS museum archival practices, procedures, and techniques, as well as basic archival techniques, to organize and maintain the park's archives and manuscript collections and to determine which of several archival procedures, practices, and methods to use.

Basic knowledge of archival conservation and preservation practices including handling, housing, storage, and treatment standards.

Basic knowledge of the park's scope of collection statement, archival appraisal criteria, and NPS-19 to recognize and identify material of archival potential, to distinguish between different types of records, to identify which materials fit the park's scope of collection statement, to identify materials that match the archival appraisal criteria described in NPS guidelines, and to distinguish between archival and library material or that which should be maintained elsewhere.

Basic knowledge of access and use policies and laws as well as copyright and privacy and publicity legislation in order to handle reference interviews, duplication requests, and other reference services.

Knowledge of NPS cataloging, record keeping, and archival processing systems and applicable standards.

Knowledge of the basic elements and techniques of finding aids, indices, and databases for archival materials.

Skill in using a computer in order to enter data and maintain databases and prepare finding aids and indices.

Ability to communicate information in a clear and concise manner in order to respond to requests for information, to annotate folders, and to help prepare finding aids. This includes grammar, spelling, punctuation, and archival and preservation terminology appropriate to archival work.

<b>Supervision:</b>	The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The volunteer is relied upon to carry out assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.
<b>Guidelines:</b>	Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The volunteer exercises judgment to identify problems and to propose applicable solution guidelines.
<b>Complexity:</b>	Duties involve a variety of related technical assignments that support the operation and maintenance of the park's museum. Decisions regarding what needs to be done involve various choices requiring the volunteer to recognize the existence of and differences among a few easily recognizable situations.
<b>Scope and Effect:</b>	Purpose of the position is to perform routine archival tasks in the absence of available park personnel. The work performed affects the accuracy and timeliness of further museum functions.
<b>Personal Contact:</b>	Contacts are with park staff, as well as with the general public.
<b>Purpose of Contacts:</b>	The purpose of contacts is to obtain, relay, and exchange information.
<b>Physical Demands:</b>	The work is partially sedentary, involving prolonged periods of time operating a computer workstation, standing, walking, and bending. Heavy items (e.g., boxes up to 50 pounds) may be lifted or moved on an occasional basis.
<b>Minimum Age:</b>	18 years
<b>Minimum Time Requirement:</b>	Recommend regular schedule, but variable according to volunteers' commitment and suitability in position.
<b>Work Environment:</b>	Most of work is performed in the park museum, which may or may not be adequately lighted, heated, or cooled.

***VIP Position Description***

***VIP-6***

**Position:** File Clerk – Division of Museum, Archival and Historical Services and/or Division of Park Administration.

**Location:** Park Headquarters and/or Keweenaw History Center – Calumet, Michigan.

**Purpose:** Performs filing and clerical duties associated with the retention, maintenance, disposition, and control of records per NPS-19 throughout Keweenaw National Historical Park.

**Preferred Knowledge, Skills and Abilities:**

Knowledge of the alpha-numeric filing system used throughout the National Park Service, and knowledge of the functions and organizational structures of the park divisions serviced.

Knowledge of subject files, cross-reference files, classifications, and indexes maintained within the park and procedures related to their use.

Skill to identify the proper sequential location of material to be filed, withdrawn, or refilled.

**Supervision:** The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The volunteer is relied upon to carry out assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

**Guidelines:** Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The incumbent exercises judgment to identify problems and applicable solution guidelines.

**Complexity:** Duties involve a variety of related technical assignments that support the operation and maintenance of the park's central and divisional files. Decisions regarding what needs to be done involve various choices requiring the volunteer to recognize the existence of and differences among a few easily recognizable situations.

**Scope and Effect:** Purpose of the position is to perform routine filing and clerical tasks in the absence of available park personnel. The work performed affects the preservation and availability of material for staff and visitors.

**Personal Contact:** Contacts are with park staff, as well as with the general public.

**Purpose of  
Contacts:**

The purpose of contacts is to obtain, relay, and exchange information.

**Physical  
Demands:**

The work is partially sedentary, involving prolonged periods of time filing or operating a computer workstation, standing, walking, and bending. Heavy items (e.g., boxes up to 50 pounds) may be lifted or moved on an occasional basis.

**Minimum Age:**

18 years

**Minimum Time  
Requirement:**

Recommend regular schedule, but variable according to volunteers' commitment and suitability in position.

**Work**

**Environment:**

Most of work is performed in the central files area, which may or may not be adequately lighted, heated, or cooled.

**VIP Position Description**

**VIP-7**

<b>Position:</b>	History Technician – Division of Museum, Archival and Historical Services.
<b>Location:</b>	Keweenaw History Center – Calumet, Michigan.
<b>Purpose:</b>	To perform uncomplicated technical tasks, research, and/or writing in one or more areas of the field of History.
<b>Preferred Knowledge, Skills and Abilities:</b>	<p>A basic knowledge of history and historical methods.</p> <p>Knowledge of the methods of project planning, including: defining the scope of a research project; determining the appropriate breadth and depth of investigation; and determining the preliminary approaches and techniques to be employed.</p> <p>Knowledge of historical research and presentation, including: obtaining and evaluating historical evidence, both primary and secondary. Specifically: an ability to gather material from archives, libraries, and other record depositories of various kinds; conducting personal interviews for fact-gathering purposes; and conducting oral history interviews.</p> <p>An ability to establish historical facts by comparing and weighing various pieces of evidence.</p> <p>An ability to synthesize information by grouping historical facts and determining interrelationships in order to explain their significance.</p> <p>An ability to present research in narrative or other forms.</p>
<b>Supervision:</b>	The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The volunteer is relied upon to carry out assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.
<b>Guidelines:</b>	Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The volunteer exercises judgment to identify problems and to propose applicable solution guidelines.
<b>Complexity:</b>	Duties involve a variety of related technical and research assignments that support the operation of the park's history program. Decisions regarding what needs to be done

involve various choices requiring the volunteer to recognize the existence of and differences among a few easily recognizable situations.

**Scope and Effect:** Purpose of the position is to perform special historical research projects in the absence of available park personnel. The work performed affects the accuracy and timeliness of further history program functions.

**Personal Contact:** Contacts are with park staff and regional archivists, as well as with the general public during oral history interviews.

**Purpose of Contacts:** The purpose of contacts is to obtain and record information.

**Physical Demands:** The work is partially sedentary, involving prolonged periods of time operating a computer workstation, standing, walking, and bending. Recording equipment (e.g., cases up to 15 pounds) may be lifted or moved during the oral history interviewing process. Traveling to records repositories and residences within 40 miles may be necessary to complete interviews and research.

**Minimum Age:** 18 years

**Minimum Time Requirement:** Recommend regular schedule, but variable according to volunteers' commitment and suitability in position.

**Work Environment:** Work is performed in a variety of locations, including the park history center; Michigan Technological University archives; Houghton County Historical Society, and other repositories. Oral history interviews may also be conducted at interviewees' personal residence, which may or may not be adequately lighted, heated, or cooled.

**VIP Position Description**

**VIP-8**

<b>Position:</b>	Integrated Pest Management Technician – Division of Museum, Archival and Historical Services.
<b>Location:</b>	Keweenaw History Center – Calumet, Michigan.
<b>Purpose:</b>	To control the wide variety of insect, vertebrate, and fungal pests common to museums, libraries, and archives, utilizing suitable Integrated Pest Management (IPM) methodology.
<b>Preferred Knowledge, Skills and Abilities:</b>	<p>Basic knowledge of the principles and procedures of an Integrated Pest Management (IPM) program.</p> <p>Knowledge of the common pests of museums, libraries, and archives and the methods of museum pest identification.</p> <p>Familiar with the general physical characteristics, habits, harborages, and food sources of the more common museum, library, and archive pests.</p> <p>Knowledge of pest detection methods and monitoring in museum, library, and archive settings.</p> <p>Knowledge of pest prevention and control methods in museum, library, and archive settings.</p>
<b>Supervision:</b>	The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The volunteer is relied upon to carry out assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.
<b>Guidelines:</b>	Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The volunteer exercises judgment to identify problems and to propose applicable solution guidelines.
<b>Complexity:</b>	Duties involve a variety of related technical and research assignments that support the operation of the park's integrated pest management program. Decisions regarding what needs to be done involve various choices requiring the volunteer to recognize the existence of and differences among a few easily recognizable situations.

**Scope and Effect:** Purpose of the position is to perform scheduled and unscheduled pest management in the absence of available park personnel. The work performed affects the long and short-term well-being of the park's museum, library, and archival collections.

**Personal Contact:** Contacts are with park staff and regional pest managers, as well as with the general public during IPM inspections, monitoring activities, and pest treatments.

**Purpose of Contacts:** The purpose of contacts is to obtain and record information.

**Physical Demands:** The work is only partially sedentary, involving occasional periods of time operating a computer workstation or time identifying trapped pests. Pest monitoring and treatment may involve standing, walking, and bending.

**Minimum Age:** 18 years

**Minimum Time Requirement:** Recommend regular schedule, but variable according to volunteers' commitment and suitability in position.

**Work Environment:** Work is performed in the variety of buildings and locations which contain or exhibit park museum, library, and archive collections.

VIP-2  
13 DEC 2001

**VIP Position Description**

**VIP-9**

**Position:** Library Technician – Division of Museum, Archival and Historical Services.

**Location:** Park Library – Calumet, Michigan.

**Purpose:** To perform uncomplicated technical tasks in one or more of the functional areas of the library occupation.

**Preferred  
Knowledge, Skills  
and Abilities:**

Knowledge of library practices, procedures, and policies related to one or more library functions in order to perform a variety of uncomplicated tasks in support of the library.

Basic knowledge of the Library of Congress Classification system, Library of Congress Subject Headings and Library of Congress Thesaurus for Graphic Images, used by the park library.

Knowledge of all the park library collections, and familiarity with the bibliographic record format and use of the card catalog and/or online catalog.

Knowledge of latest cataloging practices and rules for bibliographic entries in order to select good catalog copy and/or perform original cataloging.

Knowledge of basic reference techniques and tools in order to locate information from a variety of sources. This includes utilizing computer searching techniques.

Ability to communicate information in a clear and concise manner.

Knowledge of computer operation, including knowledge of several software programs utilized by the library (e.g., word processing, database management, and search programs).

**Supervision:** The supervisor establishes required quantity and quality, deadlines, and priorities, and provides instructions for new assignments. The volunteer is relied upon to carry out assignments through to completion. Unusual situations are referred to the supervisor. Work is reviewed for accuracy, quality, and compliance with standards and procedures.

**Guidelines:** Guidelines consist of a variety of written references and manuals as well as oral instructions covering procedures, directions, and precedents. The incumbent exercises judgment to identify problems and applicable solution guidelines.

**Complexity:** Duties involve a variety of related technical assignments that support the operation and maintenance of the park's library. Decisions regarding what needs to be done involve various choices requiring the volunteer to recognize the existence of and differences among a few easily recognizable situations.

**Scope and Effect:** Purpose of the position is to perform routine library tasks in the absence of available park personnel. The work performed affects the availability of material for staff and visitors.

**Personal Contact:** Contacts are with park staff, as well as with the general public.

**Purpose of Contacts:** The purpose of contacts is to obtain, relay, and exchange information.

**Physical Demands:** The work is partially sedentary, involving prolonged periods of time operating a computer workstation, standing, walking, and bending. Heavy items (e.g., boxes up to 50 pounds) may be lifted or moved on an occasional basis.

**Minimum Age:** 18 years

**Minimum Time Requirement:** Recommend regular schedule, but variable according to volunteers' commitment and suitability in position.

**Work Environment:** Most of work is performed in the park library, which may or may not be adequately lighted, heated, or cooled.

# **Keweenaw NHP - Volunteer Project Description**

KEWE-11

May 01

Title of Project:

Description of Project:

Duties/Responsibilities of Volunteer(s):

Anticipated Results/Benefits of Project:

Skills & Abilities Needed By Volunteer(s):

Limitations for Volunteer(s), if any:

Minimum Time Commitment of Volunteer(s), if any:

Park Employee Who Will Supervise Volunteer(s):



Finalized: September 7, 2006