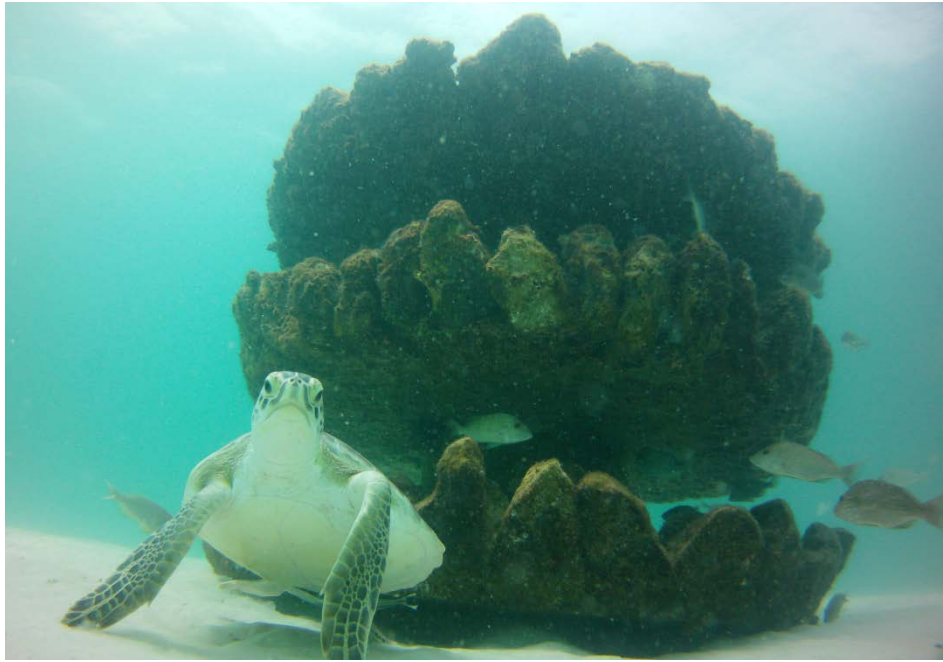


Escambia County Marine Resources Volunteer-Intern Program Guide

April, 2017



Welcome!

Thank you for participating in the Escambia County Marine Resources Volunteer-Intern Program (VIP). Volunteers provide the Marine Resources Division the ability to be more efficient, effective, and creative by supporting the division's goal of balancing aquatic resources with public opportunities & access. The Marine Resources Manager and VIP Coordinator will help you to be successful during your time serving for the division, so please do not hesitate to ask questions.

This handbook is designed as a reference and guide to the Marine Resources VIP. Read it carefully before you begin volunteering and refer to as needed.

We wish you a rewarding experience as a Marine Resources Volunteer and deeply appreciate your contribution to the division.



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1. Sunshine Law

Volunteering for a government agency in the State of Florida means you are subject to the Sunshine Law. **This means any documentation related to your volunteer service is subject to a public records request.** It is important that you separate your personal files, emails, etc. from the work you do for Marine Resources. This is also why it is important to learn how to use your Escambia County email for project related work.

119.01 General state policy on public records.—

“(1) It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.”

2. Roles



Marine Resources Division Manager:

The Marine Resources Division Manager will oversee your work. Monthly meetings should be coordinated with the manager in order for you to receive feedback and guidance on your project. The manager will not oversee day to day work but should be notified of field work, observations, and milestones. The manager is responsible for working with VIP Coordinator to seek opportunities for volunteers, monitoring changes in regulation that effect the program, and protocol establishment.

VIP Coordinator

The VIP Coordinator is responsible for overseeing your day to day work, getting you set up as a volunteer and guiding you through your projects. The coordinator is also responsible for notifying you of upcoming opportunities, ensuring administrative work is completed, dispersing information from the manager and setting up meetings between the volunteers and manager. Additionally, the VIP Coordinator will be evaluating your efforts and reporting to the manager.

The VIP Coordinator should be available to you for any problems, questions or concerns arise regarding your position.

Volunteer

The volunteer is expected to read, understand and follow the information in this guide and serve at least one semester (about 3 months). The volunteer will be assigned a project by the VIP Coordinator and/or Division Manager; however, that should not restrict you from participating in other projects as well. It is our hope that you will participate in as many opportunities as possible and that a mutually beneficial project can be found. Volunteering for university credit is encouraged.



3. Getting Started

At this point, the VIP Coordinator should have already have received your resume, transcripts, letter of interest, and volunteer application as well as approved your background check, set up your email and computer login, and interviewed you.

Step 1: Badge: The VIP Coordinator will notify you when you can go get a badge. Every volunteer must have a clearance badge in order to enter the building. You will have access from 6am-6pm on weekdays. Please go to 221 Palafox Pl, Pensacola FL, 20502, pass through security and go to Human Resources on the 2nd floor. Call to make an appointment (850-595-3000) or just walk in.

Step 2: Tour: The VIP Coordinator will meet you on your first day and give you a tour of the Central Office Complex (COC).

Step 3: General Paperwork: The VIP Coordinator is responsible for going over and/or giving you the following items:

Office Dress	Field Dress
	
<p>Button-up/outdoor/event T-shirts, Dress/outdoor pants, Dress/outdoor shoes.</p>	<p>Outdoor shirts & pants (knee length shorts are okay), close-toed shoes, hat/sunglasses.</p>

Step 4: Project: The VIP Coordinator will work with you to determine a mutually beneficial project for you to work on and hold you responsible for completing those tasks.



4. Volunteer Responsibilities



What is expected of volunteers?

- To adhere to the same rules, regulations and standards as paid staff.
- To be prompt and reliable in reporting for duty. If you are unable to report in as scheduled, please notify the VIP Coordinator as early as possible.
- To work a determined number of hours according to a mutually agreed upon schedule. Volunteers can serve 10-30 hours a week. There is no limit on the number of semesters volunteers can serve; however, after one semester volunteers can choose to become a “float”. A float volunteer will not be assigned a specific project but will be available for special events & activities.
- To complete Volunteer Time Sheets in order to keep accurate record of hours.
- To attend orientation, training, or meetings assigned by supervisors.
- To treat the public and fellow workers honestly and politely at all times.

- To consult with your supervisor before assuming new responsibilities.
- Exercise good judgment, remembering that you are seen as a representative for Escambia County Marine Resources.
- To be fully successful in accomplishment of assigned duties.
- Understanding basic computer functions and programs, Microsoft Email and Office.



Volunteer rights:

1. Receive the same fair personnel practices as paid staff.
2. Have their time used effectively.
3. Receive clear and non-conflicting guidance and direction.
4. Be kept informed of activities pertaining to their volunteer assignments.
5. Not undertake assignments they do not wish to do or are not qualified to do.
6. Receive appropriate orientation, training and supervision.
7. Be assigned jobs that are worthwhile and challenging.
8. Be made aware of the overall county operations.
9. Have opportunities for growth.
10. Be offered a variety of experiences.
11. Receive regular, clear feedback on the quality and effectiveness of their work.
12. Be recognized for their contributions.
13. Have an opportunity to provide input into the volunteer program.

5. Volunteer Tips

Want to be the most successful volunteer/intern?

- While you are on duty, you represent & reflect Escambia County Marine Resources and its mission. Your actions & appearance at all times should be professional. You are a Marine Resource representative & in public view it is expected that volunteers will always conduct themselves appropriately.
- You never get a second chance to make a first impression.
- Attend as many meetings/events as you can.
- Be on time!
- Hard work never goes unnoticed.
- Never leave early unless you are excused.
- Confused? Ask questions.
- Be curious! Be creative!
- Bring new ideas.
- Be respectful of all, even those who do not share the same opinion as you.



6. Safety

Safety is the number one priority during your internship. Safety is everyone's job. Before you begin any task, please ask your supervisor for the safety steps that **MUST** be taken before starting any task or project. Wear protective gear when necessary. Be aware of hazards that might arise as you do the task, thinking about how you will respond if an unsafe situation arises. Supervisors are responsible for providing a safe and healthful workplace. You, as a volunteer, are responsible for following safe practices. If, while performing your duties, you come upon what you believe to be an unsafe situation, you have the responsibility to stop all work and speak with your supervisor to correct the situation. This includes observation of other members of your work crew that are acting in an unsafe manner. We welcome and safety suggestions from you!

- Do not go out into the field during serve weather.
- During periods of high heat reduce the amount of strenuous work, drink water, avoid direct sunlight, wear protective clothing, sun block & eye protection, & rest often.
- Always wear Personal Safety Equipment

Harassment – Workplace harassment of any kind will not be tolerated or condoned. Contact your supervisor or the county's Human Resources Department at 850-595-3000 immediately if an issue arises.

The VIP Coordinator will go over Escambia County's Safety Policy with you.

7. Check-out Procedures



Unless excused early, volunteers are expected to serve at least three months. After three months, volunteers may continue volunteering (everything stays the same), continue as a “float” (“float” volunteers will not be assigned a project but will still be allowed to help/attend events & meetings), or discontinue their internship.

Check-Out Procedures:

1. Coordinate with the VIP Coordinator when you would like your last day to be.
2. Ensure project has come to a clean stopping point and your procedures are written down. The next intern should be able to pick up your project right where you left it.
3. Present your project at an Intern Symposium or other coordinated event.
4. Copy your field book and put it in your admin folder.
5. Ensure all of your volunteer hours are recorded and tally the total.
6. Schedule an exit interview with the VIP Coordinator
7. Return your badge.
8. Sign a photo-release (optional).

Looking forward to working with you!