

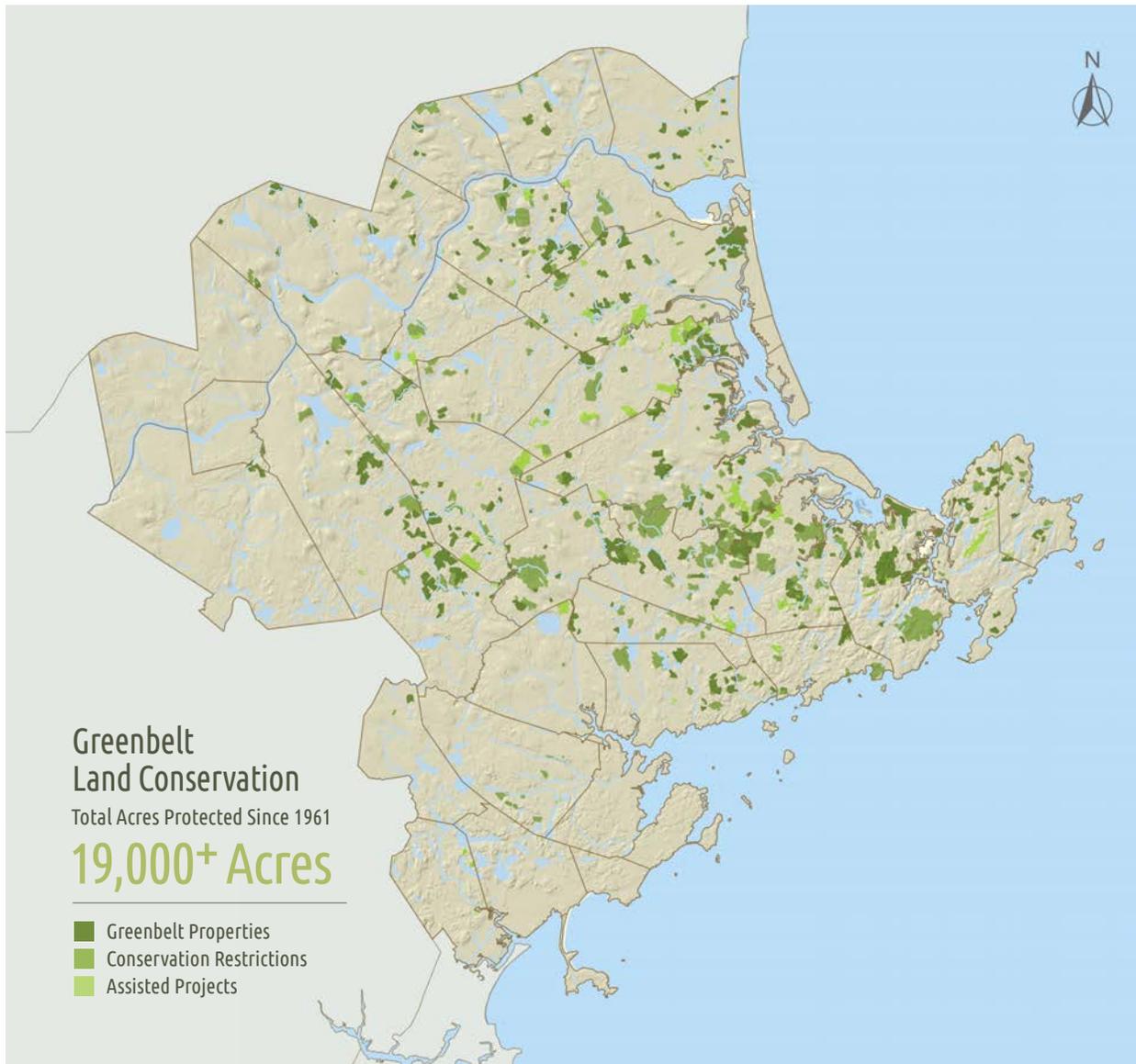


VOLUNTEER HANDBOOK



"I've met amazing, smart, fun people here. I always walk away from anything I do with Greenbelt feeling good."

– Volunteer



Who We Are

Since 1961, Greenbelt has been committed to the conservation of land in Essex County. We protect farmland, wildlife habitat, and scenic and climate-resilient landscapes by working with individuals, families, municipalities and organizations to help them realize their conservation goals.

We have protected more than 19,000 acres in Essex County, making us the most effective champion of land conservation in the region.

We believe nature should be accessible to everyone, and our public reservations are free and open to all, daily from dawn to dusk, for the enrichment of life that nature provides.

Our Volunteer Corps is our Core



Thank you for giving your valuable time to support open space in Essex County! Your energy and commitment create opportunities for people to connect with one another and to care for the land that sustains us.

Volunteers are at the root of everything we do -- from helping with our signature events such as Art in the Barn and Tour de Greenbelt to ensuring we deliver high quality educational and recreational programs, and so much more! Our staff would not be able to accomplish all that it does without your help.

Our Commitment to Community

Greenbelt encourages the involvement of volunteers at all levels of our organization. Volunteers work in partnership with staff and others, and are a key part of our collaborative culture that is inclusive, respectful, and resourceful. Your help enables Greenbelt to extend its reach to communities across the county for access to open space for everyone.

In appreciation,



A handwritten signature in black ink that reads "Kate" with a long horizontal flourish underneath.

Kate Bowditch
President



A handwritten signature in black ink that reads "Mary Ellen Kelly" in a cursive style.

Mary Ellen Kelly
*Volunteer
Coordinator*

volunteer@ecga.org

Protecting land and nature for you, our communities and the future



Protecting land and nature for you, our communities and the future

Greenbelt's Mission

Greenbelt protects natural land and working farms across Essex County forever, helping to conserve healthy ecosystems, clean water, local food supplies, scenic landscapes and free, accessible places for all to benefit from nature.

Greenbelt works within the 34 cities and towns of Essex County, Massachusetts, helping individuals, families, municipalities and organizations realize their land conservation goals.

Greenbelt's Commitment to Diversity, Equity and Inclusion

Greenbelt recognizes that the work of land conservation has historically played a role in perpetuating social injustice and racial inequity. We are committed to considering historic and present inequities as we advance our conservation mission; to fostering a welcoming, inclusive and safe environment; and to accountability and action around diversity, equity and inclusion to enrich our organization and our work. Our full DEI statement is available on our web site.

Greenbelt's Land Acknowledgment Statement

The properties that Greenbelt conserves are on the ancestral lands of the Pennacook and the Pawtucket, bands of Abenaki-speaking people.

For thousands of years, these inhabitants and their families fished, hunted, farmed, conducted ceremonies, and developed deep stewardship connections to these unceded lands and waterways.

Join us in honoring the elders who lived here before, the Indigenous descendants today and the generations to come.

Become a Member!

We encourage all volunteers to lead by example and become a Member.

Your Greenbelt membership builds community, and helps protect local land and farmland to create a lasting legacy for local food sources, climate resiliency, wildlife conservation and regional character. Your membership benefits include a subscription to our newsletter, invitations to recreational and educational events throughout the year and member-only events.

JOIN ONLINE

Membership Matters

ecga.org/membership

Thank You

As you accrue hours, you are eligible for rewards.

Rewards include Volunteer T-Shirt, Greenbelt Buff, Greenbelt logo hat, special event invitations, and more! It's one of the ways we like to show you how much we value your time. Volunteer hours are accrued during a singular volunteer year.

In addition to rewards, each department recognizes volunteers in their own special way. Appreciation events, unique hikes, and awards are a central part of recognizing all that you do for Greenbelt!

What to Expect as a Greenbelt Volunteer

First and foremost, we are so appreciative of your help!

So you can expect a warm and welcoming environment! Once you're on board, we'll be sending you a monthly volunteer e-newsletter that features volunteer opportunities, and a link to software where you can log in to schedule your volunteering and track your hours.

Here are some important guidelines:

- Please be on time. If you could arrive 15 minutes before your scheduled volunteer shift, it will give us time to check you in and make sure we answer any of your questions.
- Please read our volunteer policy and sign your volunteer waiver when you create your log-in
- Keep an eye on the weather and wear appropriate clothes (see checklist)
- Please take proper steps to ensure your safety on the trail
- If you are approached by the media, please refer them to a Greenbelt staff member.
- Please cancel at least 72 hours in advance if you cannot make your volunteer commitment.

What to Wear

Identify yourself as a volunteer with your Greenbelt lanyard.

Every Greenbelt volunteer is given a personalized lanyard which we hope you will wear during your volunteer shift.

In the Office & Indoor Events

We ask that you dress comfortably yet appropriately for a casual office setting.



Outdoor Events & Programming

Recommended for your backpack:

- Cell phone*
- Personal first aid kit
- Food and water
- Sunscreen
- Extra socks
- Insect repellent
- A rain jacket

Clothing Checklist

- Practical hiking attire – layers for the weather, long pants and long sleeves if in the woods
- Practical footwear – hiking boots or other sturdy outdoor footwear
- Accessories – sunglasses and a hat

Optional

- Field guides
- Binoculars
- Camera

As needed for tasks

- Any necessary tools
- Work gloves

** or other effective means of communication.
It's a good idea to save the event leaders' phone numbers to your contacts.*

A Note about Safety and Insurance

Volunteer safety is our top priority.

All volunteers are cautioned to use common sense and follow all prescribed safety procedures and operating instructions. Any accident, injury or illness should be immediately reported to their supervisor.

Greenbelt maintains valid Commercial General Liability, Directors and Officers Liability, Volunteer Accident Insurance, and Worker's Compensation Insurance. Greenbelt volunteers who have signed a Greenbelt Volunteer Agreement are deemed to be Greenbelt workers while they are performing work for Greenbelt. Workers are advised that if injured in a work-related accident, they can claim worker's compensation benefits and cannot sue Greenbelt, their employer or any other employer covered under the Workers compensation act.

YOU MUST SIGN A GREENBELT VOLUNTEER AGREEMENT TO BE OFFICIALLY RECOGNIZED AS A GREENBELT VOLUNTEER.

Volunteer eNews

Stay up to date with all that's happening.

New Greenbelt opportunities are as close as your inbox! Greenbelt's Volunteer eNews contains links to sign up for volunteering, information about Greenbelt, volunteer and staff profiles, and seasonal events.

Your Schedule and Hours

All in one place...

As a Greenbelt volunteer, you are given a personalized account where you can log your hours, track your schedule and learn about volunteer opportunities. Our volunteer software is easy to use and conveniently maintains all your Greenbelt commitments at your fingertips.

BRING A FRIEND

Volunteering is a lot of fun!
Why not share your experience
and bring along a friend?
Contact volunteer@ecga.org
with names of anyone you'd
like to refer to us.

HAVE A SUGGESTION?

We are always open to feedback
from our Volunteers! Contact
volunteer@ecga.org with any
ideas on ways we can enhance
the volunteer experience.



Property Monitor

Be the eyes and ears of our Land Stewardship team.

Visit your property a minimum of once a season

An excellent opportunity for people who like to hike and want to work independently. Volunteers agree to steward an assigned property and submit regular status reports. They work directly with the Land Manager and Trails Coordinator.

Volunteer Requirements

- Respect and uphold Greenbelt's mission
- Attend an orientation meeting
- Represent Greenbelt in a professional and positive manner
- Be reliable and responsible
- Be amenable to being outside in all seasons
- Have computer access to submit reports electronically

SUBMIT YOUR REPORTS

Use our GreenbeltGo
Trails App to send your
report from the trail
OR



Use our website form
ecga.org/volunteer



Osprey Monitor

Document the behavior of Osprey in Essex County.

Visit a nest at least once a week to record observations

Season: April - August. Volunteers submit an online data sheet once a week and can email photos as well. Volunteers work directly with the Director of Land Stewardship.

Volunteer Requirements

- Respect and uphold Greenbelt's mission
- Attend an orientation meeting
- Represent Greenbelt in a professional and positive manner
- Be reliable and responsible
- Recognize Osprey
- Be able to visit the nest for at least 15 minutes/week
- Have computer access to submit reports electronically
- Have a pair of binoculars or spotting scope

OSPREY MONITORING GUIDE

ecga.org/osprey_watch

Look here for how-to information

SUBMIT YOUR REPORT ONLINE

ecga.org/osprey-monitoring-listing



Gardeners

Plant and Maintain our Cox Reservation Gardens.

Greenbelt's Headquarters in Essex

Delight in our historic setting with stunning views of the Great Marsh. Eight native plant gardens surround the original home (now our office) and are interspersed throughout the property.

Volunteer Requirements

- Respect and uphold Greenbelt's mission
- Attend an orientation meeting
- Represent Greenbelt in a professional and positive manner
- Be reliable and responsible
- Gloves and tools provided



G.O.A.T.

Greenbelt's Outdoor Adventure Team (GOAT)

A fun team of adventurers, explorers and educators

Support hikes by keeping track of participants, or even leading the way. Try to participate in at least two activities per year. Volunteers will work directly with the Events and Outreach Manager.

Volunteer Requirements

- Represent Greenbelt in a professional and positive manner
- Be reliable and responsible
- Have a positive attitude – be welcoming
- Collaborate and communicate effectively with others
- Have excellent public speaking skills
- Maintain working knowledge of Greenbelt trails/programs
- Be willing to volunteer on weekends
- Be able to hike the trails

GET THERE WITH OUR TRAILS APP

Use our GreenbeltGo Trails App to get directions to all of our properties and preview hikes



INSIDER'S TIP:

Download the map at home before you head out in case the cell service at the property is spotty



Trail Ambassador

Be the face of Greenbelt at our trailheads.

An essential role for spreading the word about the organization

Greet visitors and gather recreational use data, and promote Greenbelt membership and GreenbeltGo trails app. Excellent for those who have a passion for hiking and getting out on the land to promote local trail use. Volunteers will work directly with the Volunteer Coordinator.

Volunteer Requirements

- Represent Greenbelt in a professional and positive manner
- Be reliable and responsible
- Have a positive attitude – be welcoming
- Collaborate and communicate effectively with others
- Have excellent public speaking skills
- Maintain working knowledge of Greenbelt trails/programs
- Be willing to volunteer on weekends
- Be able to hike the trails

GET THERE WITH OUR TRAILS APP

Use our GreenbeltGo App to get directions to all of our properties and preview your assignment



INSIDER'S TIP:

Download the map at home before you head out in case the cell service at the property is spotty



Office Volunteer

Support our day-to-day office operations.

A vital part of our outreach to Essex County communities

Support Greenbelt from our office or from home. Mail Crew sorts, stuffs and sends mailings. Office helpers handle important data and other projects. Editorial assistants keep our website up to date and assist with editing. Volunteers work directly with members of the Development and Community Engagement team.

Volunteer Requirements

- Respect and uphold Greenbelt's mission
- Be reliable and responsible
- Maintain confidentiality with database and mailings
- Collaborate and communicate effectively
- Be well-organized and follow detailed instructions
- Be comfortable working with various software
- Participate in available training (optional, as desired)

BAD WEATHER?

We'll be in touch regarding office closures due to inclement weather



Outreach & Events

Art in the Barn | Tour de Greenbelt | Trail Runs

Have a passion for our mission and want to actively promote Greenbelt?

Assist with our annual signature events, as well as Pollinator Day, Annual Meeting, Members-Only Outings and local community events. Each event offers a diverse range of ways to participate!

Volunteer Requirements

- Respect and uphold Greenbelt's mission
- Represent Greenbelt in a professional and positive manner
- Be reliable and responsible
- Be welcoming and respectful of all visitors and volunteers
- Collaborate and communicate effectively with others
- Be amenable to volunteering on weekends
- Be able to stand for long periods of time

TRAINING PROVIDED

For all shifts at our events.
Kindly show up 15 minutes
ahead of your assigned time



Independent Work

Photographers & Videographers | Writers | Social Media

Have a special skill you'd like to share with Greenbelt?

Do you love to take photos or videos?

We are always looking for photographers and videographers to help us tell the story of our beautiful, conserved properties.

Do you love to write?

If you have knowledge about a topic in nature or farming, we'd welcome your submissions. Consider writing a testimonial or guest blog about your experience as a Greenbelt volunteer.

VOLUNTEER eNEWS

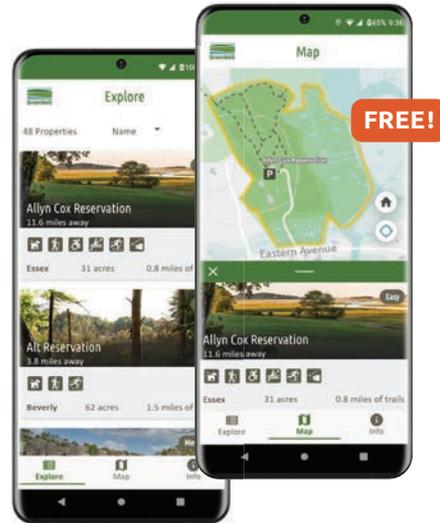
Don't forget to check our
Volunteer eNews for special
project requests!

GreenbeltGo Trails App

Download App for Ease of Information

- Filter Properties
Search by town, activity, hiking difficulty
- Navigation Tool
Tracks real-time location on trails
- Zoomable Maps
Show contours, trail lengths, scenic spots
- Offline Maps
Download at home before you head out
- Driving Directions
To trailhead parking via your driving app

SIMPLE TUTORIAL
[ecga.org/
GreenbeltGo](http://ecga.org/GreenbeltGo)



Questions?

Contact us, we're here for you

Greenbelt Volunteer Coordinator
volunteer@ecga.org



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