

**Training Plan  
For  
Stanislaus Wilderness Volunteers**

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**April, 2004**

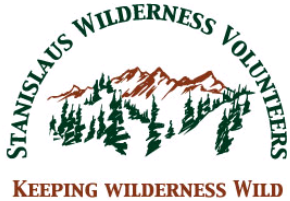


# Stanislaus Wilderness Volunteers Training Manual

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## Stanislaus Wilderness Volunteers Training Manual

### **TOPIC: Training Overview**

**APPLIES TO:** All Active and Candidate Members

**ADOPTED:** April, 2004

**PURPOSE:** To provide an overview of the approach, practices and logistics for training all new and returning volunteers.

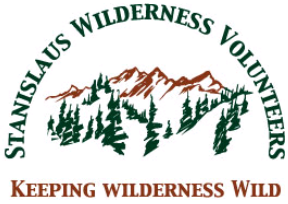
Stanislaus Wilderness Volunteer training consists of several categories. There are requirements for active members, candidate members and those seeking specialized skills to perform services in other subcategories.

All Active Members must attend the general annual training each spring. Active members are encouraged to assume mentoring responsibilities each year. Active members are additionally encouraged to participate with the training committee in the design and delivery of annual trainings. Active members are not currently tested periodically in terms of their proficiency. However all members must insure that they keep current in all areas that they participate as Stanislaus Wilderness Volunteers. One of the best ways to maintain proficiency is to periodically attend the Basic Training weekend to refresh skills and knowledge.

All candidate members must attend both the general annual training and the basic training weekend followed by a period of being mentored. The candidate is advanced to active member status when judged to be proficient by their mentor, Training Coordinator and Forest Wilderness Coordinator in field application of the basic training topic list and training checklist for the volunteer job or jobs they wish to perform.

Candidate and active members may also expand their volunteerism through additional training and certification in other volunteer jobs, such as, education, front desk, equestrian rangers, special projects, etc. Qualified mentors may provide mentoring in more than one category concurrently. A candidate member who successfully completes the basic training weekend and his/her field mentoring then qualifies as a field ranger. Persons wishing to volunteer in non-field areas such as education and front desk shall be mentored specifically for these non-field activities. However field mentoring can be most helpful in improving the quality of service in these areas as well and is encouraged whenever possible.

See attached lists and descriptions for detailed topics and guidelines.



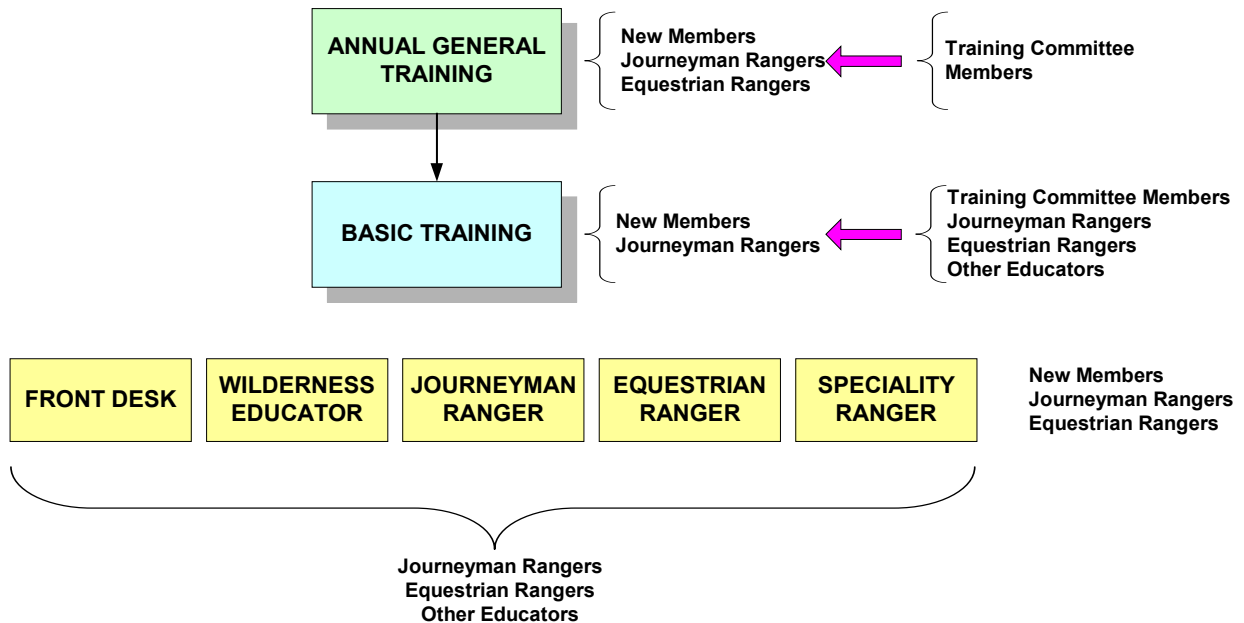
# Stanislaus Wilderness Volunteers Training Manual

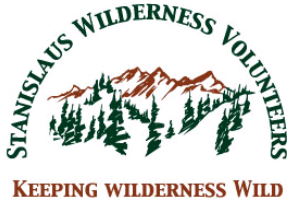
## TOPIC: Training Flow Chart

**APPLIES TO:** All Returning and New Members

**ADOPTED:** April, 2004

**PURPOSE:** Provide a graphical representation of the training process for active, candidate and special volunteer members.





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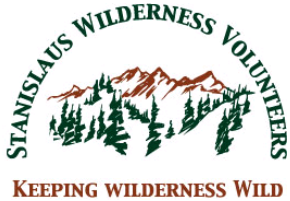
### **TOPIC:** Annual General Training

**APPLIES TO:** All Active and Candidate Members

**ADOPTED:** April, 2004

**PURPOSE:** Establish the requirements for annual training for active and candidate members

- Board of Directors shall establish a Training Committee.
- The Training Committee Chairman will serve as the Training Coordinator.
- The Training Committee shall organize the mandatory General Training, which can be one or two days based on discretion of the committee according to the needs of the group.
- The core topics will be drawn from the Basic Training list.
- The Training Committee is not tasked with incorporating all items on Basic Training list each year but instead will rotate materials based on previous year's coverage of topics, needs, available speakers, changes in regulations and laws and emerging relevant information.
- The Training Committee shall be responsible for assembling, maintaining and expanding a training resources "library" which should include: agendas, lesson plans, displays, scenarios, speaker lists, videos, books, research papers and other relevant training material.
- The Training Committee is tasked with setting up logistics including meeting location, maps, signs, equipment and resources for the annual trainings. General Training is generally scheduled for the weekend prior to the Mother's Day Weekend.
- Training shall be delivered through a variety of techniques including but not limited to: audio visual, stations, inspirational talks, scenarios, power point etc.
- The Training Committee will present its planned training to the SWV Board of Directors for approval.



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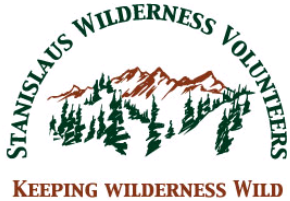
### **TOPIC: Candidate Members Basic Training**

**APPLIES TO:** All Candidate Members (Recommended but optional for Active Members)

**ADOPTED:** April, 2004

**PURPOSE:** Provide the guidelines for establishing the curricula for all candidate members

- All new candidates must complete the Basic Training Weekend.
- The Training Committee shall oversee all candidate members training, which includes the basic training weekend, mentoring, proficiency check off and all other candidate member training issues.
- Basic Training weekend will cover ALL topics on the Basic Training Topics list.
- Trainers shall use a variety of teaching techniques (see General Training Guidelines)
- The Training Committee chairman serves as the training coordinator, who oversees all new members training insuring compliance with training guidelines.
- Basic Training weekend is designed to be responsive to the number of candidate members receiving training i.e., trainers and resources.
- The Basic Training Weekend is designed to prepare candidate members with the foundation necessary to move into the field training phase.
- The Basic Training has a goal to inspire and motivate new members through exposure to wilderness philosophy and best practices of preserving and protecting the wilderness.



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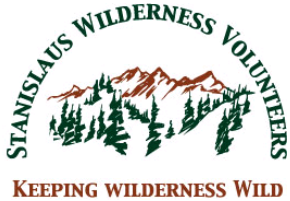
### **TOPIC: Basic Training Topics**

**APPLIES TO:** Candidate Members (Active Members optional)

**ADOPTED:** April, 2004

**PURPOSE:** Establish a list of training topics, all or some of which shall comprise the topics covered in the Annual Training.

- Wilderness Act and Principal Laws Affecting Wilderness Management
- Wilderness Management/Policy—Forest Service Wilderness Policy, Wilderness Management Plans, permit system, neighboring Wilderness management consistencies/inconsistencies
- Local Wilderness Area Familiarization—maps, trailheads, major routes of travel/users
- Public Contact—Principles of excellent/educational public contact, authority of the resource, role playing/practice
- Radio Use—Check-in/check-out procedures, minimum impact radio use (on the network, on the wilderness), care of equipment
- Administrative Procedures—Time sheets, record keeping, tour reports, consistently recording/reporting the information that matters
- Trail maintenance basics
- Campsite restoration techniques
- Introduction to Leave No Trace
- Conduct and ethics
- Proper food storage including refuse
- Introduction to map and compass use
- Introduction to stock —Trail etiquette, LNT for stock, stock holding, grazing on-dates, wet conditions, weed-free feed
- Safety—Review of applicable Job Hazard Analyses (JHA)
- USDA Forest Service—Understanding the organizational structure including how the volunteer organization fits
- The Stanislaus Wilderness Volunteers—Understanding the SWV Mission, by-laws, mission, rules, relationship with the Forest Service
- Front Desk Basics



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### **TOPIC: Training Checklist for Special Project Volunteers**

**APPLIES TO:** All Active and Candidate Members

**ADOPTED:** April, 2004

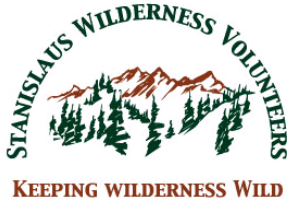
**PURPOSE:** Provide guidelines for volunteers engaged in special projects as defined by the Forest Service.

Special projects will typically not be recurring activities. They include but are not limited to:

- Restoration projects
- Trail and trailhead construction/reconstruction projects
- Signage placement/removal
- Biological monitoring
- Campsite/habitat assessments and monitoring

Specific safety and implementation training will be identified and implemented out on a project-by-project basis.





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### **TOPIC:** Training Checklist for Wilderness Educators

**APPLIES TO:** All Active and Candidate Members

**ADOPTED:** April, 2004

**PURPOSE:** Provide the requirements for additional training for the classification of Wilderness Educator Volunteers

1. Successful completion of the LNT Trainer Certification Class
2. Stanislaus National Forest Wilderness Education Plan and SWV Role
3. Forest Service Legal Framework
  - a. Forest Service laws and rulemaking
  - b. Forest Service Manual and Handbooks
  - c. Citizen input procedures
4. Effective communication and interpretation skills (Arthur Carhart Wilderness Curriculum)
5. Wilderness History and Philosophy – Beyond the Basics
6. Wilderness Management Principles – Beyond the Basics
7. Site Specific Regulations – Beyond the Basics
8. Training Assignments



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## **TOPIC:** Training Checklist for Equestrian Volunteers

**APPLIES TO:** All Active and Candidate Equestrian Members

**ADOPTED:** April, 2004

**PURPOSE:** Provide a list of topics covered in the educational curriculum of all equestrian volunteers

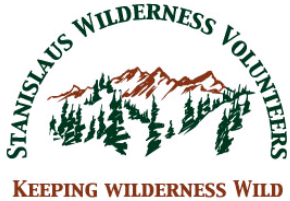
1. Stock Trailers
  - a. Legal load limits
  - b. Trailer safety (pre-inspection)
    - i. Lighting
    - ii. Floor safety
    - iii. Hitch
    - iv. Brakes
    - v. Tires
  
2. Stock Handling
  - a. Correct conditioning
  - b. Grooming
  - c. Shoeing/foot care/shoeing kit
  - d. First Aid Kit for stock
  - e. Equipment/saddle (safety and condition)
  - f. Knowledge of packing techniques if needed
  - g. Vaccinations and worming
  
3. Stock Feeding and Other Feed Options
  - a. Weed-free and other feed options
  - b. Grazing techniques
    - i. Free grazing
    - ii. Hobbles/staking
    - iii. Electrical fencing
  
4. Stock Holding Techniques
  - a. High line
    - i. Set up and choosing location
    - ii. Tear down and reconditioning
  
5. Stock Trail Manners
  - a. Travel on durable surfaces
  - b. Avoid wet and marshy areas
  - c. Try to avoid letting stock emit waste into streams or lakes



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6. Stock Friendly Trailhead Usage
  - a. Best and worst locations
  
7. Stock Camp Restrictions
  - a. Numbers – party or group
  - b. On and off dates for stock usage
  
8. Mounted Ranger Image
  - a. Communication etiquette
  - b. Body language
  - c. Dress
  - d. Appearance of stock



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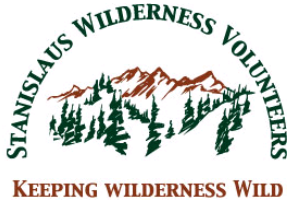
### **TOPIC:** Training Checklist for Front Desk Rangers

**APPLIES TO:** All Active and Candidate Members

**ADOPTED:** April, 2004

**PURPOSE:** Provide the guidelines and topics for training volunteers to assist the Forest Service in providing services to visitors at the Forest public service desks.

1. Public contact—good public service attitudes and behaviors.
2. Wilderness Permits
  - a. Uses of Wilderness Permits—who has to have one?
  - b. What activities qualify for a permit—who needs one?
  - c. Restrictions—group sizes, one-day stay locations
  - d. Coordinating with other jurisdictions
  - e. Issuance procedures—In person, by telephone, permit box
3. Wilderness permittee interview—determining needs and trip advice, wilderness conditions, site-specific concerns. Assessing experience, abilities, health and acclimatization of prospective visitors relative to their plans.
4. Wilderness permit writing as an education opportunity—LNT, public land stewardship, wilderness management philosophy and goals
5. Information sources—ROGs, maps, websites, guidebooks
6. Wilderness area familiarization—trailheads, main travel ways, non-wilderness alternatives; advise dispersion to help achieve solitude.
7. Guarding visitor's wilderness experience—risk management responsibilities, preserving sense of discovery
8. Familiarization with non-wilderness front desk procedures and volunteer role.



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### **TOPIC: Mentoring Guidelines**

**APPLIES TO:** All Candidate Members

**ADOPTED:** April, 2004

**PURPOSE:** Establish the requirements for annual training for new and returning members

- Mentoring begins for candidate members after they've attended the basic training weekend.
- One of the goals of the basic training weekend is to reduce the time required for field mentoring.
- The objective of mentoring is to provide on-the-job training reinforcing the principles taught in the basic training weekend and to certify proficiency in all topics listed on the Basic Training list.
- Mentors are responsible for determining readiness for certification of the candidate to active status.
- Time spent in mentored status is based on field training needs of the candidate.
- One mentor will be responsible for a candidate but it is encouraged that candidates receive mentoring from more than one mentor.
- When a mentor judges that their candidate is ready for active status, they will refer the candidate to the Training Coordinator for approval.
- The Training Coordinator interviews the candidate to assure competency in all topics relevant to the volunteer categories for which the candidate is applying.
- If the Training Coordinator feels the candidate needs additional training, they will refer the candidate back to the mentor with a specific list of areas needing more work. After the mentor judges this work complete, the candidate will again be interviewed by the Training Coordinator. If the Training Coordinator still feels the candidate needs more training, further decisions will be made by the Board of Directors.
- The final step prior to active status approval is the interview with Forest Wilderness Coordinator.
- The Training Committee develops and approves the list of currently qualified and available mentors.
- Mentors are drawn from active members in good standing.



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- At this time active members are not required to perform mentoring tasks but are strongly encouraged to share their knowledge through the mentoring process.
- The board of directors shall settle any disputes over certification.