

Volunteer Orientation Manual

Genesee County Parks, Recreation & Forestry



February 2020



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1. Mission of the Parks and Volunteers

Genesee County Parks, Recreation & Forestry Mission Statement:

The goal of the Parks Department is to achieve overall excellence in providing recreational and educational activities for Genesee County residents, as well as preserving the natural resources that both the County Parks have to offer. Also, facilitate a greater sense of cooperation between the County and the various localities to improve the County-wide recreational opportunities available to all its citizens.

Genesee County Park and Forest Interpretive Center Mission Statement:

The purpose of the Genesee County Parks Interpretive Center is to serve as an asset to promote and facilitate educational programs that showcase the unique natural resources and environmental management practices of the Genesee County Park and Forest and to educate the public of the natural resources of the Genesee County Region.

Volunteers help Genesee County Parks, Recreation & Forestry to achieve its mission, through assistance with programs, park maintenance, visitor services, and promoting the parks.

2. Contacts

A. Deputy Superintendent Facilities, Parks, Recreation & Forestry:

Paul Osborn
(585) 344-8508 Office
posborn@co.genesee.ny.us

B. Conservation Education Program Coordinator:

Shannon Lyaski
(585)-344-1122 Nature Center
Shannon.Lyaski@co.genesee.ny.us

C. Maintenance:

Eric Woodward, Building Maintenance Mechanic
Jim McGaughey, Senior Building Maintenance Mechanic

D. Volunteer Coordinator:

Interpretive Nature Center (585)-344-1122
ParkAmeriCorps@co.genesee.ny.us

3. Days and Hours, Holidays, Fees

A. Park Hours:

- Summer (May 1st – October 1st) 9:00 am – 9:00 pm
- Winter (October 1st – May 1st) 9:00 am – 5:00 pm
 1. The Park road is closed from October 1st – May 1st.

B. Interpretive Nature Center Hours:

- Summer (May – September) open Thurs.-Sat. 10:00 am – 4:00 pm, Sun. 12:00 pm – 4:00 pm
- Winter (October – April) open Thurs. – Fri. 10:00 am - 4:00 pm, Sat.-Sun. 12:00 pm – 4:00 pm

C. The Interpretive Nature Center is closed on the following holidays:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day

D. The park and the Interpretive Nature Center are FREE to visit!

E. Program fees are \$5/person, \$10/family unless otherwise noted

- ACORNS member program fees are \$3/person, \$7/family
- Volunteers attend events for free while volunteering
- Snowshoe rentals are \$5/person, all proceeds go to ACORNS!
- Snowshoe programs are \$5/person or maximum \$15/family

4. The Story of the Genesee County Parks

The Genesee County Forest, which attracts thousands of visitors each year, was established in 1915 and is recognized as the “Oldest County Forest in New York State.” However, the land was originally purchased in 1882 in order to supply wood to the County's Poor House for cooking and heating. The County Forest was created through the efforts of George Fleming, County Home Superintendent, who initiated the planting of 31,000 trees. During the 1920's, New York State assisted in providing the evergreens and manpower to plant additional trees. By 1935 over 169,000 trees had been planted. As the park expanded, so did the need for long-term forest management practices. The first proposal for the creation of a County Park was entertained in 1949; however, the project was not started until 1966, when the thinning and pruning of trees began. In 1971, the County Legislators appointed the first full-time Park Supervisor-Forester thus designating the Genesee County Park & Forest. For over 30 years the park has developed because of the interest and dedication of community groups and organizations such as 4-H, Boy Scouts, Job Corps, BOCES, Jaycees, Lions Club, Sertoma and Vietnam Veterans. These groups planted trees, constructed pavilions, playgrounds, and an Interpretive Nature Center in 1997, cleared hiking trails and placed memorials. Today, residents can enjoy 431 acres of forested rolling hills, which includes over 12 miles of trails, five ponds, toboggan hills, 4-acre wetland, a variety of wildlife, trees and woodland plants all located within the Black Creek Watershed.

The Interpretive Nature Center has blossomed into an interactive teaching building for all ages which includes a variety of taxidermy, an interactive classroom, the Discovery Zone, and two live animal exhibits. The Park has also gained a friends of the park organization, The Association for the Conservation of Recreation and Natural Spaces (ACORNS) that provides funding, volunteering, and constant support for park additions. The ACORNS have funded the development of the “ACORNS Outdoor Learning Center”, an interactive outdoor classroom for all ages and learning experiences.

The landforms of DeWitt Recreation Area are a result of its original use as a gravel quarry by the New York Central Railroad. The quarry provided sand and gravel to the railroad during construction of the many rail lines built in Genesee County. Prior to 1978, the area was used as a sand and gravel quarry by Genesee Leroy Stone Company, a subsidiary of B.R. DeWitt Inc. The site was then abandoned and became known as the sand wash, an attraction to local residents for recreational purposes. It wasn't until November 22, 1993 that B.R. DeWitt Inc. donated the land to Genesee County with the stipulation that it was to be used for family recreation, not for organized sporting events. From that point on, “the sand wash” became known as the DeWitt Recreation Area. In 1996, the Batavia Area Jaycees made a commitment to the County and constructed the first pavilion measuring 30' x 60' (Pavilion #1). That same year, the County created a parking lot adjacent to the South entrance so the public could have access to the park and pavilion. In 1999, funding received through the NYS Office of Parks, Recreation & Historic Preservation allowed construction of an access road, parking areas, Pavilion #2 with public restrooms and electricity, an accessible fishing dock, and the establishment of the initial trail system. The Naval Sea Bees and locally-owned company Hansen provided site grading along the perimeter trail and the edge of the lake. Various plantings were also done to help prevent soil erosion and begin to restore the park back to pre-mining conditions. In the summer of 2002, The Adolescent Vocational Exploration (A.V.E.) program through Genesee County Job Development raised over \$10,000, spearheading the installation of the current playground structure. Today DeWitt Recreation Area features 3 picnic shelters, a playground, a handicapped accessible 3- tiered fishing platform with a floating dock, a boat launch for small boats and canoes, a 1/4-mile paved walking trail, a .89-mile lakeshore trail, a 38-acre lake stocked yearly by the NYSDEC with brown trout, and naturalized areas for viewing wildlife. This city park lies within the Black Creek Watershed that flows north through the Bergen Swamp and into the Genesee River. Future expansion includes additional picnic areas, parking, fishing platforms, play areas, an outdoor skating rink, and naturalized plantings along the perimeter trail and northwest sections of the park. Due to the extreme slope along the lakeshore and the variations in water levels throughout the year, it is not possible to have a swimming area in accordance with New York State regulations. However, the park continues to improve, and year after year provides an ever-expanding variety of recreational opportunities for all to enjoy.

5. Fun Fast Facts about the Parks (GCPF & DeWitt Recreation Area)

A. Genesee County Park & Forest Facts

1. Genesee County Forest is the first county forest in New York state
2. Genesee County Forest is over 100 years old
3. Much of the forest was planted by volunteers and volunteer organizations
4. The park has over 12 miles in hiking trails

B. DeWitt Recreation Area

1. Park features 38-acre lake stocked yearly by NYS DEC
2. ¼ mile paved walking trail
3. The Ellicott Bike trail runs through the park
4. Winter includes an outdoor ice skating rink

C. Interpretive Nature Center

1. The Center was built by volunteers from multiple organizations
2. All taxidermy within the building has been donated
3. Ruby the turtle is a Red-eared Slider. Her species is native to Asia. She has been with the park longer than anyone working in Interpretive Nature Center Building!

D. ACORNS Outdoor Learning Center

1. The OLC is designed and constructed by park staff and volunteers.
2. This area provides learning experiences for all age groups and is handicap accessible.
3. The OLC offers self-guided and naturalist-led learning experiences.

6. Volunteering for the Parks

- B. Significance and impact of volunteers:** Park volunteers not only provide a positive atmosphere and experience for visitors at the park, they also provide the park with valuable assets. In 2016 the volunteers provided the park with \$36,434 in labor savings from donated time which is equivalent to the cost of one fulltime employee (based off of Genesee County employment rate).
- C. Volunteer age requirements:** There is no set age requirement to be a volunteer, however persons under the age of 18 must have written authorization by a parent or legal guardian prior to the start of volunteering. There are volunteer opportunities for all ages! See attachment A.
- D. Things volunteers do:**
- Interpretive Nature Center Greeters
 - Interpretive Educators
 - Outreach Specialists
 - Marketing Assistants
 - Turtle Care Specialists
 - Photographers
 - Interpretive Center Stewards
 - Special Events Assistants
 - Wildlife Monitoring Stewards
 - Environmental Stewards
 - Funding Specialists
 - See attachment A for complete details of volunteer opportunities!

7. Visitor Services


A. Accessibility


1. Interpretive Nature Center
 - Entrances are accessible
 - a. Ramp at front door
 - b. Sidewalk around the building
 - c. Classroom Door
 - d. Activity Room Door
 - e. Kitchen Door
 - Restroom in the Kitchen is accessible
 - Restrooms on first floor are accessible
2. ACORNS Outdoor Learning Center
 - All areas are accessible
3. Pavilions/Park restrooms
 - There are 18 pavilions at Genesee County Park & Forest
 - 5 Restroom locations (Pavilion A, B, D, E and the Interpretive Nature Center)
 - There are 3 pavilions at DeWitt Recreation Area
 - 2 Restrooms at DeWitt Recreation Area

B. Customer Service

All volunteers are part of a great visitor experience to the parks. While providing friendly and helpful service to park visitors is part of every volunteer's job, customer service duties especially apply to Interpretive Nature Center Greeters and Naturalist Educator volunteers.

1. Providing general information and direction to visitors
 - a. Pavilions
 - 18 Pavilions in Genesee County Park & Forest
 - 3 pavilions at the DeWitt Recreation Area
 - b. Location of restrooms
 - 5 Restroom locations (Pavilion A, B, D, E and the Interpretive Nature Center)
 - 2 Restrooms at DeWitt Recreation Area.
 - c. Interpretive Nature Center open hours
 - Summer (May 1st – October 1st) open Thurs.-Sat. 10:00am – 4:00pm, Sun. 12:00pm – 4:00pm.
 - Winter (October 1st – May 1st) open Thurs. – Fri. 10:00pm - 4:00pm, Sat.-Sun. 12:00pm – 4:00pm

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- d. Park Hours
 - Summer (May – Sept) 9:00 am – 9:00 pm
 - Winter (October – April) 9:00 am – 5:00 pm
 - e. Location of park maps
 - Park maps are located at all major park entrances and at the Interpretive Nature Center.
 - See attachment for maps
 - f. FAQ
 - See Park FAQ
 - g. Park Programs
 - Park program info is found on the parks website at:
<http://co.genesee.ny.us/departments/parks/eventsprograms.php>
 - The half sheet flyers or full-page flyers of upcoming programs are always on display at the front desk.
 - School program and scout program brochures are found on the front desk.
 - h. Volunteer opportunities information
 - See attachment A
2. Providing information on rentals for visitors
 - a. All facility rentals are processed through the Main Park Office.
Call 585-344-8508
 - b. Information and permits are found on the parks website at
<http://www.co.genesee.ny.us/departments/parks/parkreservations.html>
 - c. Forms and information on facility rentals are also found in the Interpretive Nature Center office
 3. Park Rules information
 - a. Found on parks website
 4. Discovery Zone
 - a. List of activities:
 - Fossil Dig
 - Touch Table
 - Puppet Theater
 - Mammal Skulls and Pelts
 - Get to Know Trees Exhibit
 - Floor Puzzles
 - Live Bee Display
 - Live Turtle Display
 - b. Information on bees and exhibits is found under the front desk in the exhibits binder
 - c. Extra coloring book pages are located in the office in the top right cubby of the office organizer labeled “Discovery Zone”


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5. Interpretive Center exhibits
 - a. Information on exhibits is located in the binder under the front desk.
 - b. Familiarize yourself with exhibits, be ready to answer questions and talk about them! If you do not know offer to find out, do NOT be afraid to admit you are unsure.

 6. Front Desk Sales
 - a. Location of cash box
 - The cash box is located in the office closet in the tool box on the floor
 - Key is located on the hook in the closet attached to a blue stretchable wristband
 - ACORNS receipt book is located in the cashbox and is labeled
 - Park receipt book is under the cashbox in the tool box
 - b. For sales procedures see attachment E

 7. Phone calls and Program signups
 - a. Answering the phone “Good (afternoon, morning), Genesee County Park & Forest”
 - b. Information for program signups is located in the front desk binder
 - c. At the end of the call, ask “Do you have any questions for me?”
 - d. “I don’t know” is ok! Direct the call to Park Staff if available or offer to take a detailed message

 8. Snowshoe Rentals
 - a. Snowshoe Rental Days and Times
 - Snowshoes may be rented Thursday –Friday 10 am – 3 pm, Saturday-Sunday 12- 3pm; December- March. (Snow required)
 - b. Procedure in the Snowshoe Rentals box, also see attachment D
 - c. Snowshoe Cabinet Keys are in the cash box

 9. Serving Visitors
 - a. Be friendly, professional, positive!
 - b. Create a positive experience for the visitor
 - c. Have fun!
 - d. Good practices
 - Smile at visitors.
 - Ask pleasantly “How can I help?”
 - Make yourself a storehouse of information for visitors, and cheerfully share your knowledge with them.
 - Do not bluff or attempt to deceive when asked a question to which you do not know the answer. It is ok to say “I don’t know”. Offer to help them find the answer or have staff share the info with them later via email.

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- Answer the same question each time with a smile, even if you have answered it a hundred times that day.
 - Be neat and clean in your personal appearance and your work space. It shows respect for your visitors.
 - Be as prompt as possible when greeting and serving visitors.
 - Happy children mean happy parents. Practice skills working with people of all ages.
 - Encourage visitors to stay and enjoy themselves at the Interpretive Nature Center and the Park as a whole.
- e. Practices for difficult visitors: Direct visitor to park staff in a calm and professional matter.
- f. Educate, don't advocate: Keep personal opinions to yourself. Avoid controversial issues and simply share facts.

8. Parks Facilities

Genesee County Park & Forest

- Interpretive Nature Center
Guide to exhibits
Rental Info
Program fast facts
- ACORNS Outdoor Learning Center
Wildlife Observation Area
Forest Discovery Trail
Messy Materials
Sensory Garden
Pollinator Garden
- Park Facilities
Toboggan hill
Pavilions/sports fields
Playgrounds
Scout camping area
Amphitheater
Memorial Cemetery
- Natural Attributes
Headwaters of Black Creek
Hardwood and Softwood forest
4-acre wetland
Vernal pools
Interpretive Nature Trails

DeWitt Recreation Area

- Pavilions 1, 2, and 3
Restrooms with heat and AC
Electricity provided
Reservations available
- Park Amenities
Boat Launch
Fishing Dock
Accessible Parking
Ice Skating Rink
¼ Mile Loop Trail
Lakeside Trail
Ellicott Trail
Playground
Scenic Overlooks
- Natural Attributes
38 Acre Lake
Trout Fishing
Native Bird Nest Boxes
Wetland Habitat
Naturalized Planting Areas

9. Parks FAQ

- **How much does a pavilion cost?**
The cost depends on the size of the pavilion and its amenities available. All pavilions are available between May and September and cost \$30 or \$60. Pavilion A and B are available year-round for \$60.
- **What is the Pavilion Reservation Office telephone number, address and hours of operation?**
The telephone number is (585) 344-8508. The address is 153 Cedar Street, Batavia, NY 14020. The office hours are Monday - Friday 8:00am - 4:00pm.
- **How do I make a reservation?**
Call (585) 344-8508 or visit the reservation office between the hours of 8:00am - 4:00pm Mon. - Fri.
- **Are animals allowed in the parks?**
All pets/animals must be leashed and you are responsible for cleaning up after them. Pets/animals are not allowed at the DeWitt Recreation Area.
- **Is alcohol allowed in the parks?**
Alcohol is **only** allowed at the **Genesee County Park and Forest**. People must be 21 years of age and older to consume alcohol. Beer and wine are only permitted and must be within the picnic areas, alcohol is not permitted along trails or forested areas.
- **What time can I arrive at the pavilion that I have rented?**
Pavilions are available from 9:00am - 8:00pm daily. Winter season exception: October 1- April 30 pavilions are available at 9:00am - 4:00pm.
- **How far away are the bathrooms from the pavilions?**
The facilities vary depending on which pavilion you reserve. All bathrooms have flush toilets and running water. Browse the reservation system on this site to see where they are located in reference to the pavilions.
- **Is there overnight camping allowed in the parks?**
Overnight camping is not available to the general public. It is available to scouting groups in a designated area at the Genesee County Park and Forest. Please contact the Deputy Superintendent Facilities, Parks, Recreation & Forestry at (585) 344-8508 for more information.
- **Is there hunting at the park?**
There is no hunting at the park.
- **Is there fishing at the Park?**
There is fishing at designated areas of the park (see map behind interpretive nature center desk) and at DeWitt Recreation Area.

- **Where are the garbage cans in the Park?**

The parks are carry in carry out facilities please remove your garbage when you leave.

10. Safety Procedures

Safety at the park is top priority and we want this to be a safe and healthy place for staff, volunteers, and visitors. In order to accomplish this, a successful safety program depends on everyone being alert and committed to safety. To ensure this all safety standards must be followed at all times. All unsafe conditions are to be reported to park staff immediately for everyone's safety. If you violate one or more county safety standards, you may be subject to disciplinary action including separation from service. Some of the best safety improvements come from volunteers and employees. If you have an idea, concern, or suggestion to improve safety here at the park please contact the Volunteer Coordinator or Conservation Education Program Coordinator. We welcome your suggestions and input to improve the experience for everyone involved.

During your time at the county parks, it's possible that you will encounter a variety of working environments and potential emergency situations. While we cannot possibly cover every situation, or answer all questions about what you may encounter while volunteering, the following safety procedures apply to the conditions and emergencies that may potentially arise while working for the parks. As safety policies are updated and improved over time, we ask that you as a volunteer provide us with acknowledgement of receipt and understanding of new policies to follow that keeps all park staff, volunteers and visitors safe.

A. Prevention – Keep Yourself Safe


Prevention is key to keeping yourself safe and healthy while volunteering. Following basic safety rules goes a long way in preventing injuries.

B. Safety Basics

- Dress appropriately for your position, including proper footwear
- Familiarize yourself with the facility exits
- Practice safe lifting, pushing and moving strategies
- Stay current on safety updates given to you by park staff
- Use appropriate equipment for the task
- Do not perform tasks or use equipment you are not trained for
- Notify staff of any safety issues you see
- Notify staff of any injuries that occur on the job and fill out an incident report
- **When in doubt, ask!** Not trained? Not sure how to do something? Never used that tool before?

C. Volunteer Injury

- a. Notify Park Staff
- b. Apply First Aid treatment as appropriate and fill out incident report
**All volunteers must fill out an incident report for all injuries
- c. Get Verbal or written consent before applying first-aid treatment to any persons
- d. Get Verbal or written consent before applying any first-aid treatment to any child (under the age of 18).
- e. Fill out incident a detailed incident report. This protects you and our visitors.



D. Violence in the Workplace

- a. Harassment
 - i. Notify Park Staff immediately
 - ii. Staff will fill out an incident report and all reports will be investigated confidentially
- b. Violence of any manner will not be tolerated and will be handled by Park Staff as appropriate

E. Inclement Weather

The safety of our volunteers is top priority even when the Park remains open

- a. Stay home, stay safe
- b. If you have concerns about the safety of travel, please contact the Volunteer Coordinator or Conservation Education Program Coordinator and let them know that you will not be volunteering. Call 585-344-1122 to reach Volunteer Coordinator or Conservation Education Program Coordinator.

11. Quiz

Please take a moment to complete this short quiz recapping your orientation. Please answer questions to the best of your knowledge. This ensures we've completed a thorough orientation and you are adequately prepared for joining our volunteer force. Thank you!

1. In your own words, how do Park Volunteers support the mission of the Parks and Interpretive Nature Center?
2. What are the Summer Hours for the Interpretive Nature Center?
3. What are the Winter Hours for the Interpretive Nature Center?
4. How much are program fees for a person and a family?
5. How much are program fees for ACORNS members?
6. Where are park maps located?
7. How does someone rent a pavilion?
8. If you do not know how to help a visitor with a question or concern what should you do?
9. Where is information on the Interpretive Nature Center and Pavilion rentals?
10. When is it appropriate to provide medical attention to a person in need? To a minor? What 2 things MUST you do?

12. Thank You For Helping Us Make A Difference!!

Volunteer hours are served on a sign-up basis according to your availability. Training is provided for all volunteers.

Your volunteer efforts big and small make a difference and help the Genesee County Parks achieve their goals to provide education and improve conservation efforts for Genesee County residents and visitors. Thank you for becoming a volunteer and part of our team!





13. Signature

Please sign and return to the Volunteer Coordinator.

I have reviewed and understand this volunteer orientation manual and was offered a copy to keep as a reference.

Name


Date



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14. Volunteer Position Descriptions

1. Interpretive Nature Center Greeters: 4 hours/month. Greet visitors as they enter the Interpretive Center. Sign in guests attending events. Answer questions from visitors. Promote upcoming park events and volunteer opportunities. Educate don't advocate. Explain all that the interpretive center has to offer, i.e. Ruby, discovery zone explaining everything is touchable.
2. Interpretive Educators: 4 to 30 hours/month. Assist and/or direct educational and recreational park activities including but not limited to hikes, snowshoe hikes, indoor and outdoor activities. Assist and/or direct program setup and cleanup. Complete research and program preparation as needed. Provide table/chair setup for events and programs in the Interpretive Nature Center.
3. Outreach Specialists: 4 hours/month. Share information and promote the parks at community events and special events.
4. Marketing Assistants: 8 hours/week. Assist in creating interesting marketing flyers, brochures and social media posts for upcoming park events and park information. Assist with web postings, press releases, advertisements and providing promotional content to media outlets and partnered community organizations. Assist with marketing research and development.
5. Turtle Care Specialists: 3 to 5 hours/week. Ensure Ruby the Turtle gets fed and exercised 3x weekly. Maintain appropriate water level in tank. Administer iodine baths and vita-shell when necessary. Clean turtle tank once a month including a full water change, scrub rocks/waterfall, soak filter. Find approved turtle food outside (summer)
6. Photographers: 4 to 8 hours/month. Attend park events, take photos of park events, programs, guest speakers, hikes, etc. All volunteer photographers must sign a copyright release and comply with sharing procedures.
7. Interpretive Center Stewards: 1 to 2 times a week dust display shelves, taxidermy, light fixtures and fans. Remove cobwebs from ceilings and other areas. Clean Glass displays including inside glass sale display case and turtle tank. Clean all shelves, counters and display areas. Sweep and vacuum floors, perform general cleaning tasks. Provide table/chair setup for events and programs in the Interpretive Nature Center.

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8. Special Events Assistants: 4 to 8 hours/month. Assist with planning, preparation and marketing of special park events.
 - Run for the ACORNS 5k/10k Trail Walk/Run: 5 to 20 hours. Assist with the race planning, donations and sponsorships, Registration, packet assembly, event setup and cleanup. Run for the ACORNS takes place on the first Sunday in October.
 - Earth Day Celebration: 5 to 20 hours. Assist with the planning of Earth Day event activities and park cleanup each April.
 9. Wildlife Monitoring Stewards: 2 to 6 hours/month. Gather and record wildlife data and observations, submit seasonal reports to citizen science groups. Current projects include Eastern Bluebird and Wood Duck nest box monitoring for Nest Watch, Bluebird box monitoring for north American bluebird society, Feeder Watch, Monarch Watch info.
 10. Environmental Stewards:
 - Trail Rangers: 2 hours/week. Walk the trails once a week. Take notes on trail conditions, report any hazards or maintenance needs.
 - Habitat Stewards: 8 hours/week (seasonal). Assist with management and monitoring of invasive species in the park.
 - Gardeners: 2 to 8 hours/month (seasonal). Maintain, improve and care for gardens located near park entrances, at the Interpretive Nature Center, and in the Outdoor Learning Center. Gardens include habitat for bees, butterflies and hummingbirds.
 - Outdoor Learning Center Stewards: 6 hours/week (seasonal). Assist the maintenance and creation of walkways, gardens, signs, projects and educational features of the Outdoor Learning Center.
 11. Funding Specialists: 4 hours/week. Help ACORNS earn funding through recycling programs, sponsorships, events, grant opportunities and similar programs.

15. Volunteer Trainings Checklist

1. Interpretive Nature Center Greeters Training
 - Front Desk Training
 - Sales Training
 - Snowshoe Rental Training
 - Program Sign-in Training
2. Interpretive Educators Training
 - Spring School Programs Training
 - Summer Recreation Programs Training
 - Fall School Programs Training
 - Winter School Programs Training
 - Winter Hike Program Training
 - Public Program Training
 - Girl Scout Program Training
 - Boy Scout Program Training
3. Outreach Specialists Training
 - Event Display Training
4. Marketing Assistants Training
 - Flyers and Brochures Training
 - Press Release Training
 - Social Media and Web Postings Training
5. Wildlife Monitoring Stewards Training
 - NestWatch Training
 - FeederWatch Training
 - Monarch Watch Training
6. Turtle Care Specialists Training
7. Photographers Training
 - Park Uses of Photography
 - Copyright Release, sharing methods training
8. Special Events Assistants Training
 - Earth Day Orientation
 - Run for the ACORNS Orientation
9. Environmental Stewards Training
 - ACORNS Outdoor Learning Center Orientation
 - Trail Rangers Orientation
 - Gardening Orientation
 - Habitat Stewards Orientation and Training
10. Interpretive Nature Center Stewards Training
11. Funding Specialists Training

16. Resources and Facility Rentals

Resources

- a. Parks Programs Catalogs
 - 1. Educational Programs
 - 2. Girl Scout Programs Brochure
 - 3. Boy Scout Programs Brochure
- b. Upcoming Programs Listed on Parks website - flyers
- c. Parks Website
<http://co.genesee.ny.us/departments/parks/parkforesthistor.php>
- d. Parks Facebook Page
<https://www.facebook.com/Genesee-County-Parks-Recreation-Forestry>
- e. ACORNS Brochure
- f. Genesee Park & Forest Map
- g. DeWitt Recreation Area Map

Facility Rentals

- h. Park rentals and reservations are made through the main parks office. Contact information:
http://co.genesee.ny.us/new_departments/parks/permits.php

17. Sales and Program Procedures

1. Glass Cabinet Sales:

Items for sale in the glass cabinet include honey, candles, note cards, etc.. All proceeds from these sales go to the ACORNS. These transactions are written into the ACORNS receipt book, AND recorded on the BLUE transaction sheet. All checks are made payable to ACORNS.

2. Snowshoe Rentals:

Snowshoe rental profit goes to ACORNS. These transactions are written into the ACORNS receipt book, AND recorded on the WHITE transaction sheet. All checks are made payable to ACORNS.

3. Snowshoe Program Fees:

Program profit goes to Genesee County Park & Forest. These transactions are written in the park receipt book \$5 per person or \$15 per family.

4. Program Fees:

Program profit goes to Genesee County Park & Forest. These transactions are written in the park receipt book. Typical program fees are \$5 per person or \$10 per family. All checks for program fees are made payable to Genesee County Treasurer. A program fee discount of \$2/person, \$3/family applies to all ACORNS members. Programs are free for everyone under the age of 2.

5. Additional Information:

- a. Credit cards not accepted.
- b. There is no program fee for volunteers who are signed up to volunteer for a program through the volunteer coordinator (signups limited to the number of volunteers needed for the program).
- c. If visitors wish to donate change or overpayment to the parks, hand them their change and show them the donation box on the wall at the front desk. It is up to the visitor to choose to put their money into the donation box. We are not allowed to accept cash as donations into the cash box, as this will mess up bookkeeping for the ACORNS treasurer and the parks.