

## Thank you for Choosing to Volunteer at Heckrodt Wetland Reserve !

Our volunteers are important to us. Without you, much of what we accomplish every day would not be possible. Volunteers provide support in every aspect of Reserve operations. These include education, administration, maintenance, and special projects.

### Heckrodt Wetland Reserve

Heckrodt Wetland Reserve includes 76 acres of forested wetland, wetland meadow, open water, and upland field communities. The wheelchair friendly 3 mile trail system (80% elevated boardwalk) allows access to the wetland without getting wet feet! The Reserve is home to a variety of mammals, birds, insects, reptiles, and amphibians. Facilities include a nature center with indoor living wetland and live reptiles, amphibians, and fish (including juvenile sturgeon) as well as mounted specimens of Wisconsin mammals and bird species. Educational programs are provided for schools, daycares, special focus groups (preschool, grade school, and senior citizens), and the general public. Our goal is to provide visitor education while fostering an ethic of environmental stewardship in a fun, hands-on atmosphere.

### HWR Operating Hours

The trail system is open every day from  
6 AM—9 PM.

Nature Center	
Monday	Closed
Tuesday	8 AM - 4:30 PM
Wednesday	8 AM - 4:30 PM
Thursday	8 AM - 4:30 PM
Friday	8 AM - 4:30 PM
Saturday	11 AM - 4 PM
Sunday	Closed

### Our Mission:

*The mission of HWR is to enhance, restore, and preserve the Reserve and educate all people in the importance of conserving our natural resources while promoting the Reserve's many recreational opportunities.*

HWR is a 501(c)(3)  
not-for-profit organization



## Heckrodt Wetland Reserve Volunteer Policies



### Heckrodt Wetland Reserve

Menasha, WI 54952  
Located in Menasha  
West of U.S. Highway 10 on  
State Highway 114 (Plank Road)  
For info call (920) 720-9349  
Fax (920)720-2393  
volunteerheckrodt@gmail.com  
andreab@heckrodtnaturecenter.org

## **Introduction**

The objective of this policy document is to briefly summarize some of the guidelines established for Heckrodt Wetland Reserve (HWR) volunteers.

This policy document is intended to be used as a guide. There may be occasions when HWR must change rules or give current rules a different interpretation than previously made. HWR has the right to modify policies, both written and unwritten, as required.

Not every detail concerning every practice, rule or policy can be included in a policy document. If you have any questions regarding any of the policies/procedures in the document, or anything not mentioned, contact the Volunteer Coordinator.

## **Public Relations**

HWR volunteers have a significant public responsibility. Volunteers' work, attitude, and appearance are all subject to close inspection by the public.

When asked for information, volunteers should be helpful and friendly. A single volunteer cannot possibly know all the answers, but the volunteer can make sure that the person asking the question is referred to the right source. Visitors should be referred to the Volunteer Coordinator or other staff member if a volunteer is unable to answer a question.

## **Drug and Alcohol Abuse Policy**

HWR Inc strictly prohibits the use, sale, manufacture, transfer or possession of drugs or alcohol on Reserve premises and strictly prohibits any volunteer from working under the influence of drugs or alcohol. Any volunteer found in violation of this policy will be immediately dismissed. **Smoking and Vaping are prohibited on HWR property.**

## **Hours of Work**

Volunteers at HWR work during the Nature Center's regular operating hours. The Center is open Tuesday-Friday 8 AM-4:30 PM and Saturday 11 AM-4 PM. Volunteer hours outside of regular operating hours, including Monday, must be approved by the Volunteer Coordinator. Requests will be considered on an individual basis based on volunteer history and availability of work. Summer Youth Service volunteers have specific work hours.

## **Scheduling and Attendance**

No minimum hours of service are required for HWR volunteers, however volunteers are asked to schedule work hours in advance. This ensures the availability of work upon arrival of the volunteer and permits HWR staff to plan volunteer effort into regular staff scheduling. Volunteers are expected to arrive for their scheduled session on time. Volunteers who must be absent or late are asked to notify the Volunteer Coordinator prior to the scheduled work session. Chronic absenteeism or tardiness by volunteers will result in removal from the HWR volunteer program.

## **Time Sheets**

Volunteers are required to check in at the Nature Center upon arrival for work, and again upon departure. All volunteers will log time worked in the central volunteer log. Failure to do so may result in the volunteer not receiving credit for time worked and invalidates HWR liability coverage for that volunteer session. No volunteer is exempt from this requirement.

## **Supervision**

All volunteers report directly to the Volunteer Coordinator. The Volunteer Coordinator may designate an HWR staff member to supervise the volunteer activity based upon the project need and location.

## **Dress Code**

Volunteers should arrive dressed for the weather and the work anticipated. Torn or raveled clothing is dangerous and not acceptable. Sturdy footwear is required (tennis shoes, boots), but sandals are not permitted. T-shirts and blouses should cover shoulders and midriff area. Logos, writing, and artwork on clothing must not be offensive. Shorts should be 8 inches above the knee, and the waistband of pants should fit at the waist. Pierced earrings are acceptable, however dangling earrings are not recommended. Other body piercing jewelry is not allowed. Tattoos must be covered at all times. Mosquito spray is recommended in summer, spring, and fall. HWR reserves the right to make rulings regarding appropriate clothing at any time.

## **Rest Break**

Rest breaks will be made available for volunteers working 4 or more hours. All breaks must be approved by the Volunteer Coordinator. HWR buildings are nonsmoking facilities. Volunteers who must smoke may do so in the Nature Center parking lot. Volunteers are expected to behave in a publicly responsible manner during all breaks.

## **Behavior**

Volunteers are expected to behave in an appropriate manner at all times. No horseplay will be tolerated. Harassment by a volunteer of any visitor, volunteer, or employee because of race, color, religion, age, sex, national origin, handicap, ancestry, sexual orientation, marital status, or arrest or conviction status will result in immediate dismissal. HWR policy prohibits any volunteer, male or female, from sexually harassing another volunteer or employee. Sexual harassment will result in immediate dismissal. Additional information about HWR's sexual harassment policy is available from the Director.