



CRIA Volunteer Positions

Maintenance Team:

Experience the tranquility and beauty of Chimney Rock prior to the public's arrival with fellow maintenance crew volunteers. Protect, preserve and ensure the Chimney Rock legacy with important trail work and maintenance repairs at the Monument. Tasks vary as needed, and may include: Yard and trail work, repair of signs, building projects, and building repair projects. Crews are needed for annual Cleanup Days (before and after season dates) and ongoing weekly maintenance days.

Visitor Cabin Host:

Cabin Hosts are the first persons to greet visitors as they arrive at the monument, and provide the first impression a visitor has of Chimney Rock and our organization. Meet visitors from around the world as you describe the tours available, answer questions, sell tours, and run the gift shop. Cabin Hosts may also communicate by radio with Tour Guides and Mesa Hosts, stock merchandise, run the cash register and credit card machine, do light cleaning of the Cabin, and assist the Day Manager in emergency situations such as fire, medical or weather concerns.

Tour Guide:

This exciting position leads guided tours of Chimney Rock's Great Kiva and Pueblo Trails by providing quality interpretation of the area's archaeology, natural history, ethnology & history. Customize your tour based on the core curriculum provided by CRIA. Tour Guides assist the Cabin Hosts and Day Manager in greeting visitors and answering questions. They communicate by radio with the Cabin and Mesa Hosts, manage personal and visitor safety at all times, and report any impacts or damage to archaeological features or facilities. **Tour Guides must have current CPR and First Aid certification (training paid by CRIA).**

Mesa Host:

Mesa Hosts provide a crucial point of contact for visitors arriving at the upper parking lot. They direct parking, distribute and collect the audio devices for those taking the Audio Kiva Tour, and communicate with Tour Guides and the Cabin by radio. They monitor visitor safety and ensure that the Pueblo Trail is only accessed by those on 2-hour guided tours. **Mesa Hosts must have current CPR and First Aid certification (training paid by CRIA).**

Full Moon Program and Early Tour Full Moon Package:

Be a part of the most popular monthly event Chimney Rock has to offer. Each month during the season, volunteers light the trail to the mesa top for a full moon program before the twin spires. Many volunteers are needed for this event that draws 150 people to the high mesa to watch the full moon rise over the eastern mountain peaks to the music of a Native American flute:

Visitor Cabin Host (2 needed) – see Cabin Host description above.

On-Site/Trail Volunteer (6 needed) – these volunteers light the Pueblo trail for guests, so they must have no tendencies toward vertigo or fear of heights and be comfortable walking the rough trail.

Guest Parking Volunteer (1 needed) at upper parking lot – manage parking at the upper mesa, be able to communicate by radio with Cabin and Guides.

Tour Guides for Early Kiva Tour (2 needed) – see Tour Guide description above.

Speaker/Guide (1 needed) - Provides quality and accurate information relating to program

Night Sky Programs (Stars & Galaxies and Our Solar System):

Beginning with a discussion at the Visitor's Cabin on the archaeoastronomy of Chimney Rock and a preview of what guests may expect to see with the telescopes, volunteers assist guests as they view the partially-illuminated moon or other heavenly bodies in a truly dark sky. Volunteers needed for these programs are:

Visitor Cabin Host (2 needed) – see Cabin Host description above.

Guest Parking Volunteer at upper parking lot (1 needed) – manage parking, be able to communicate by radio with Cabin and Guides.

Speaker/Guide (1 needed) - Provides quality and accurate information relating to program.

Telescope Operators (2 or more needed) - Set up, operate and take down telescopes; help with parking.

Solstice & Equinox Programs:

You have not truly experienced Chimney Rock until you have watched the sun rise from two special places at the monument. The volunteer program leader describes several alignments at Chimney Rock and their possible importance to ancient residents.

Cabin hosts and gate and parking monitors are needed.

Life at Chimney Rock:

Step back in time as volunteers and artisans demonstrate ancient tools and crafts. Interact directly with children and their families by helping them create clay pottery, practice throwing an atlatl, pounding yucca, carving their own petroglyph, grinding corn, weaving and more! This two-day event is free and family friendly. Regularly-scheduled daily guided tours and Audio Kiva Tours are also available.

Volunteers needed for this program are:

Event Coordinator (1) - Manages the LCR event; schedules volunteers and is present and guides the overall activities of the program.

Demonstrators (number varies) - Will illustrate and teach the public Puebloan life skills, to include Corn Grinding, Atlatl Throwing, Pottery Making, Games, Yucca Pounding, and Rock Art.

Tour Guides (regularly-scheduled, plus additional for school groups) – see Tour Guide description above.

Guides for school groups at LCR greet and accompany their assigned group all the way through their visit to Chimney Rock. This includes accompanying them during the demonstrations, leading the bus up and down the hill, giving a tour, and returning to the Cabin.

Education Committee:

Envision and develop programs and materials to bring Chimney Rock and its history to life for school groups and children at the site and in area classrooms.

Marketing Distribution:

Deliver/post flyers; deliver brochures and calendars in Pagosa Springs to get the word out about Chimney Rock and special events; other marketing assistance as needed.

Shuttle Driver:

These will be volunteers under the leadership of the Forest Service; they will take training to drive the shuttles carrying guests from the Cabin to the upper parking lot and back for daily tours, and will be covered under Forest Service insurance for this work.

Economic Impact Surveyor:

This position greets visitors at the cabin after they have checked-in for a tour, to fill out an economic impact survey on CRNM. This very important survey captures vital information on who visits the site, where they are from, if they stayed overnight & how long, and how much money they spent while they are here. This information is then distributed to local, state, and federal government representatives for possible improvements to the site but more importantly the continued preservation and protection of CRNM. This study is a very useful tool when applying for grants.

Volunteer Interest Form

Name _____ Phone # _____ Date _____

E-mail _____ Cell Phone _____

If you do not have access to internet or email, please indicate address we may use to communicate with you: _____

This 2017 season will be your _____ (st/nd/rd/th) year as a CRIA volunteer.

Please indicate the area(s) in which you expect to be involved this season:

Choose only ONE in this column:

Tour Guide, Cabin Host, OR Mesa Host

_____ Tour Guide (daily tours)

_____ Maintenance

_____ Full Moon

_____ Private Tours (adults)

_____ Weekly Maintenance

_____ Night Sky

_____ Private Tours (children)

_____ Special Cleanup Days

_____ Moon Viewing Plus

_____ Cabin Host

_____ Summer Solstice/Fall Equinox

_____ Mesa Host

_____ Shuttle Driver

_____ Life at Chimney Rock

_____ Fundraising/Off-Site Events _____ Marketing (distribute flyers in town, etc.)

Volunteer Scheduling Form

Tour Guide, Mesa Host, Cabin Host

Name _____ Phone # _____ Date _____

E-mail _____ Cell Phone _____

If you do not have access to internet or email, please indicate address we may use to communicate with you: _____

This 2017 season will be your _____ (st/nd/rd/th) year as a CRIA volunteer.

First, what dates during this season will you NOT be available to volunteer (out of town, etc.)?

Would you like to volunteer on the same day each week for the whole season?

If so, which day? _____

If not, how many days of the week can you volunteer? ___1 ___2 ___3

Which days of the week **can** you volunteer? _____

Which days of the week can you **NOT** volunteer? _____

What position[s] would you like for this season?

Tour Guide – two tours per day

_____ two 2-1/2 hour Tours, at 9:30 and 1:00

Tour Guide – one tour per day

_____ one 2-1/2 hour Tour at 11:00 (May 15-June 30, Aug. 16-Sept. 30)

_____ one 2-1/2 hour Tour at 10:30 or 11:30 (July 1- Aug. 15)

Tour Guide – private group tours

_____ before season opens (May 1 –15)

_____ during the season (May 15- September 30)

_____ after season closes (October 1 –15)

Cabin Host _____

Mesa Host _____

Can you substitute at short notice? ___yes ___no

If so, what position(s)? *[Please check all you are willing to do]*

_____ Tour Guide (two 2-1/2 hour Tours per day, with a break between)

_____ Tour Guide (one 2-1/2 hour Tour per day)

_____ Tour Guide (Private Tour or Special Event)

_____ Cabin Host

_____ Mesa Host

New Volunteer Training Procedure for Tour Guides, Mesa Hosts, Cabin Hosts

New Volunteers will:

1. Sign up and attend Training (if possible)
2. At Training, fill out Scheduling form with ONE choice of position
(can change later if desired, but this will simplify the ongoing training).

Scheduler will put new volunteer on the May 15 - June 15th schedule to train in their selected position. Cabin Hosts and Mesa Hosts will be assigned to an experienced person for training. Tour Guides will shadow a variety of experienced tour guides. See details below.

Between April 16 and May 15, new volunteers will:

1. Study Information available on CRIA website
2. Study Core Curriculum (on CRIA website: www.chimneyrockco.org under “Volunteer”, then “Volunteer Login” – PW is 2Pinnacles)

Beginning May 15, new volunteers will:

1. Train on days they are scheduled till ready to work position on their own
2. Call Scheduler when they feel they are ready to work on their own

Details:

Cabin Hosts and Mesa Hosts:

Scheduler will contact the experienced Volunteer under whom the new volunteers have trained, and stay in contact with the trainees to determine when they are ready to be scheduled on their own.

Tour Guides:

New volunteers will be scheduled to shadow a variety of tour guides.

They can also join any tour at their convenience.

They will develop their own tour within the guidelines of the Core Curriculum.

New volunteers will call Scheduler when they think they are ready to do a Tour on their own.

Scheduler will assign them to do a tour under the supervision of a designated Tour Guide, who will determine if they are ready to give tours on their own

Scheduler will call the designated supervising Tour Guide to see if the new volunteer is ready.

MAINTENANCE TEAM SCHEDULING FORM

Pre-Training Cleanup (date, time) April 14-19?

Need ___ people

Season Opening Cleanup Day[s] – dates, times April 27-28?

Need ___ people

Maintenance Mondays – 8:00 – 9:00 AM - need 4 each week, May-September

1st Week: Leader _____

2nd Week: Leader _____

3rd Week: Leader _____

4th Week: Leader _____

5th week (May and July only)

Season Closing Cleanup Day[s] – dates, times Oct. 19-20 or 23-27? (after Cabin is cleared out)

Need ___ people