

Park Host Manual



Davis Mountains State Park



APPROVED BY:

DAVIS MOUNTAINS STATE PARK PROGRAM LEADS:

WANDA OLSZEWSKI - PARK SUPERINTENDENT

JACOB BARTON – PARK POLICE OFFICER

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**TYLER PRIEST - VOLUNTEER COORDINATOR /
INTERPRETER**

Texas State Parks Mission

To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing and outdoor recreation opportunities for the use and enjoyment of present and future generations.

Camp and Park Hosts

As a Park Host, you are volunteering to supplement park staff in the operation of the park. Among other tasks, you may greet campers, provide information to park visitors, collect revenue, issue camping permits, assist in the maintenance and repair of the park, assist in interpreting the park resources to park visitors, and help serve as the “eyes and ears” of the staff as they perform their duties.

VOLUNTEER COORDINATOR: TYLER PRIEST (ALSO INTERPRETIVE RANGER)

BACK-UP: VERNA DUTCHOVER (ALSO OFFICE MGR)

Trial Period

Your first period of service will be considered your trial period. At the end of the trial period we will have an evaluation. If your performance is satisfactory and the park needs allow, you may be offered further opportunities. Additional length of service is dependent upon positive evaluations, your schedule, the availability of the opportunity, the availability of park host sites, and Superintendent and Regional Director (RD) approval (when applicable).

Length of Stay

Park Host opportunities can vary in length depending on the policies of park management and the needs at the site. Terms are typically marked by months.

Expectations

You are asked to make a firm commitment to the park, as it is very difficult to arrange for substitutes on short notice. The park does understand that personal events could come up that would require you to leave. In these cases, as much notice as is possible is appreciated. Additionally, the park reserves the right to terminate the arrangement with any volunteer at any time.

Personal, reliable transportation capable of removing personal equipment is required at all times.

Regardless of assignment, volunteers should always interact with visitors in a positive way as this can be a critical component of their experience. When conducting visitor contacts, always

wear the assigned TPWD uniform items to identify yourself as an official Park Host. If a contact becomes negative, immediately discontinue the contact and notify the appropriate staff member.

Please be our eyes and ears!

Bring needed repairs to the attention of the park staff.

As a park host you will be expected to report any violation of park rules to park headquarters or, if after-hours, on-call staff (a schedule for on-call staff will be available to you). Your job DOES NOT include law enforcement. However, you are expected to communicate the rules and regulations (a copy is available at the Park HQ) to visitors who are found to be in violation of those rules.

The Park Police Officer (PPO) Jacob Barton will handle Law Enforcement issues. If he is offsite, on-call staff or Park Superintendent Wanda Olszewski can assist you. For after-hours emergencies, please call DMSP on-call staff, Indian Lodge by radio (240), or 911 depending on the severity of the situation. You may use the phone in the park HQ.

Limitations of duties

- *Law Enforcement- If you see a serious violation of park rules or regulations, please contact the park police officer and he will correct the situation.*
- *You may make a visitor aware of minor infractions such as parking off paved surface, dog off leash, gray water dumping, or gathering firewood. If you have a visitor report of late night disturbances, please contact the park police officer on the park radio, or the person on call.*
- *Please do not tell a park visitor **“If you don’t correct your action, the park police officer is going to write you a ticket”**.*
- *Volunteers may not operate heavy equipment, including tractors, dump truck, skid steer.*
- *Volunteers may not operate chain saws, though may serve as ‘spotters’ when removing trees.*
- *Volunteers are permitted to drive state vehicles and equipment such as Gators during daylight hours only unless permitted by Park Superintendent or designee, or Park Law Enforcement Officer.*

Representing with professionalism

As representatives of Texas State Parks hosts are expected to:

- Wear the host uniform when on duty and maintain a neat appearance;
- Maintain a neat and orderly campsite. When you are scheduled for shift duty, please place sign to read “On Duty”;
- Respond to requests for assistance: please have your radio on at all times when in the park. You are not obligated to work on your days off, but may want to monitor the radio at least after-hours, so that in case of a serious incident such as an evacuation, you would become aware.
- Be available and responsive to visitor inquiries, providing correct information in a courteous and thoughtful manner; and be aware that you may have late night knocks on your door if a

camper has an emergency- do NOT respond if you are not comfortable. Advise the visitor to go to the Indian Lodge which is open 24 hours.

Please remember that you are a volunteer, you are not required to perform a job that you feel is uncomfortable. Please do not hesitate to talk to the coordinator.

Amenities

Each host site should offer the following basic items:

- Electrical and water hookup
- Sewer (either dump station nearby or sewer connection at the host site)
- Fire pit (typically no wood fires allowed unless burn ban is lifted)
- Picnic table
- Cable TV

Guidelines, Rules, and Standards of Conduct

All volunteers and staff are expected to adhere to TPWD rules, policies, procedures, regulations and laws. Complete copies of all agency policies may be found on the Wildnet and can be reviewed with the Volunteer Coordinator by request of the host. Selected policies are detailed below.

I. ENVIRONMENTAL/CONSERVATION AWARENESS

TPWD's goal is to preserve and conserve the natural and cultural resources of Texas. Education of the public on conservation issues is a key part of our efforts. The example we set is an important part of the education process. TPWD volunteers are expected to participate in the education effort by observing TPWD regulations and other environmental laws in the course of their work activity.

II. EQUAL EMPLOYMENT (VOLUNTEER) OPPORTUNITY LAW

All TPWD volunteers are expected to comply with all the anti-discrimination provision of state, and federal law and related regulations. This includes the expectation that there will be no use of racial/ethnic jokes, inappropriate terms, or other behavior, speech or action that could be reasonably determined to be derogatory to anyone merely based on membership in a racial/ethnic group, gender, disability, or otherwise lawful association with these groups.

II. (a) Sexual Harassment

Sexual Harassment, a type of discrimination based on sex, has been defined by the Equal Employment Opportunity Commission as "unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct that could reasonably be considered sexual harassment is inappropriate in the work place, regardless of whether or not it is welcome."

III. DRUG, ALCOHOL, AND TOBACCO POLICY

The use, sale, manufacture, or distribution of a controlled substance on TPWD owned or controlled property or any other place within the scope of TPWD activities is strictly prohibited. Volunteers will not use or possess alcoholic beverages or illegal drugs while on duty, or on any state owned or controlled property including state vehicles. Volunteers who reside on state park host sites are exempt from the prohibition regarding alcohol provided they are clearly off duty and in the immediate area of the host sites and not in view of the public

III. (a) Smoking and Tobacco Use Policy

Smoking is prohibited in all TPWD offices and other enclosed spaces. This specifically includes TPWD vehicles.

IV. PUBLICITY

Any media inquiries should be directed to park management.

V. USE OF STATE PROPERTY AND OTHER STATE RESOURCES

*Any equipment issued to you (radio, transportation, tools etc.) remain the property of Texas Parks and Wildlife and may be redistributed by park staff as needed.

It is the law of the state and TPWD policy that state property or other resources will not be diverted to personal use. In all cases, staff and volunteers must remember the public's right to expect proper stewardship of state resources and the potential impact of the public's perceptions of improper conduct on TPWD operations.

Volunteers may use TPWD desk phones for limited duration, and local calls of a personal nature. They may be used for personal long distance calls only by those who have personal phone cards or other means of assuring that all resulting charges are billed directly to the volunteer, independent of the TPWD phone bill. Fax and copy machines should not be used for non-state business.

VI. Use of Vehicles

Volunteers may legally use a state owned vehicle only for the purpose of carrying out state functions. If a volunteer is involved in an accident while using a state vehicle for personal activities, the volunteer will be personally responsible for any damages or injuries resulting from the accident. Furthermore, if a state vehicle is damaged or destroyed because of the negligence of a volunteer, that volunteer may be liable to the state for the amount of that property damage.

Volunteers must obey all traffic safety laws. Any citation received while on duty or while in a state vehicle must be reported to the appropriate supervisor. Before operating any vehicle or equipment, the operator must complete all requirements for use as laid out in the TPWD safety manual, and must take a Distracted Driving/Defensive Driving course in the last 5 years.

- NO RIDERS are permitted in the bed of the utility vehicles (no exceptions).
- Hosts may take a vehicle back to their site during their work.
- Please use good judgment when driving vehicles off paved areas for maintenance purposes. We request visitors not to park or drive personal vehicles off paved surfaces; therefore we should set a good example.
- Pets are prohibited in all state vehicles including ATV's and UTV's. Pets are not permitted to ride in the back of a park vehicle or UTV.
- Vehicles should not be used to give rides to friends, family or the public, unless there is a real emergency situation.
- The park may or may not furnish you a state vehicle regardless of whether or not you have the proper insurance coverage.

Park Speed Limit – For the safety of our park visitors and wildlife, please observe the speed limit in all areas of the site. Please use caution when driving through the park as wildlife or children may enter the road unexpectedly.

Riding in vehicle beds – State Park roads are state maintained therefore children under the age of 18 are not allowed to ride in an open bed of a vehicle. Park Hosts and TPWD staff should avoid riding in the open bed of a truck unless under extreme circumstances when all other transportation options have been exhausted. In this circumstance, the tailgate must be closed and all riders must be sitting down in the bed of the truck.

Use of Vehicle Seat Belts – Seat belts must be worn by both the drivers and the passengers of all vehicles and equipment that are equipped with seat belts. Please report any non-functioning, damaged or missing seat belts to park staff at once.

VI. STAFF RELATIONS

- *Gossip and negativity towards staff and other volunteers will not be tolerated. If a conflict occurs, you should do your best to resolve it promptly and respectfully with the person involved. If this is unsuccessful, report the situation to the Volunteer Coordinator.*
- *Park Host Volunteers should understand that it takes a team effort to operate and maintain a state park. There is no one task that “belongs” to a certain volunteer. Any conduct that undermines effective teamwork will be addressed by the Volunteer Coordinator or Superintendent.*
- *Park Host Volunteers will not attempt to supervise other Park Host volunteers. Any supervision of volunteers will be by designated park staff.*
- *Any operational concerns or suggestions should be routed through a requested meeting with the volunteer coordinator.*

Safety & Emergency Procedures

All park hosts are expected to comply with all TPWD safety standards and guidelines. The park Safety Officer will review all applicable sections of the TPWD Safety Manual with the Park Host and will make the Safety Manual available to them. All required documentation needed per the agency safety standards will be kept by the park Safety Officer.

Some of the most common standards and procedures for this State Park are reiterated below.

Texas Parks and Wildlife Department is committed to preventing death, injury, and illness of employees, volunteers, and the visiting public through accountability, commitment, and training. Activities that violate accepted safety standards are prohibited. Activities that recklessly endanger the health and safety of co-workers or the public are strictly prohibited. Please contact the Lead Ranger, Safety Officer or Park Superintendent with any questions.

In the Event of an injury or illness,

For serious or life threatening injuries or illnesses, call 911 and request EMS so that they are in route as soon as possible. Then contact the Park Law Enforcement Officer on duty or the Park Headquarters.

- For minor injuries or illnesses, contact the Park Law Enforcement Officer on duty or the Park Headquarters.

Emergency contact information:

Fort Davis Sheriff's Office: (432) 249-0157

Jacob Barton - Park Police Officer: Radio #4807 Cell: (432) 249-9866 Home: 432-426-2207
Park Headquarters: Radio # 230 (432) 426-3337

*Please notify a staff member immediately if you see an unsafe situation.

Insurance & Liability –

In the event of an accident or injury, volunteers are covered by secondary in-excess accident, liability, and auto liability insurance, but **must** complete an accident/injury report with their supervisor. Volunteers are not covered by State Worker's Compensation insurance.

3 types of policies cover TPWD volunteers:

Medical Accident Policy – Covers most medical expenses and most types of accidents that occur while the volunteer is performing an assignment and does not cover illness, disease, hernias; coverage is in excess of the volunteers personal accident/health insurance.

Volunteer Excess Liability – Covers situations when a volunteer is liable to a third party for damages (bodily injury, property damage, personal injury) from a covered accident or injury; covers damages and legal defense of volunteer – but coverage is for expenses in excess of your personal insurance. This policy does not cover auto accidents, even if in a volunteer's personal automobile.

Volunteer Excess Auto Liability – Covers damage to a third party if volunteer is driving a personal or rental vehicle (NOT a TPWD vehicle); the policy requires that a volunteer have personal auto coverage, and will cover only costs in excess of the volunteer's coverage; does not cover damages from assault or battery or errors and omissions of a volunteer rendering professional services.

Radios-

Radios are located at the Park Headquarters and Maintenance Shop. *You will be issued a radio upon start of host assignment.*

Using radios

- Radios should be set to channel "Davis M"
- When looking at the face of the radio, turn the top, right-hand knob clockwise to power-on the radio.
- To communicate, press and hold the one-inch black button on the left. **Wait a moment after pressing the talk button**, identify yourself in a slow, normal volume voice across the "mic" area, and then state who you are trying to reach. Host radio numbers are equivalent to the site they are staying in. Example: "Host 1 to 203".
- Release the black button when you have finished identifying who you are trying to reach, and wait for a response. Repeat this process throughout the communication. Please try to keep radio traffic to a minimum.
- Key your radio before speaking and finish speaking before un-keying the radio.
- When you are no longer using the radio, please rotate the top, right-hand knob counterclockwise to turn off the radio, and place it back in the charger. A red light will illuminate on the base if the radio is charging. A green light will illuminate when the radio is fully charged.
- In the rare event that the park repeater on Skyline Drive is not functioning, you may be asked to use a radio-to-radio channel ("Park" channel setting) instead. This operates more by line-of-sight, and does not cover longer distances. However, it is useful until repeater operation is restored.

Please be aware that other state parks or non-TPWD agencies may pick up our park frequency. All communications should be professional and short. Do not discuss personal issues or provide phone numbers or lock combinations over the radio. When using the park radio, speak in a clear voice.

Artifacts and Archaeology

Davis Mountains State Park is located in an area that contains historic and prehistoric artifacts. It was occupied by Native American tribes and has multiple archaeological sites.

If an artifact is found, including but not limited to flint shards, arrowheads, historic bottles, or pottery, please follow these guidelines:

- 1) Leave it in place! The location of an artifact, including coordinates, depth in the soil, and what is found around it can provide important information to archaeologists. Once the artifact is disturbed, that information is lost unless properly recorded.

- 2) Contact the Park Superintendent or designee immediately. They or their designee will record the artifact by obtaining GPS coordinates and photographs; then will report the find to the regional Cultural Resources Specialist, Tim Roberts).
- 3) If the object has already been removed from its location of origin and is being brought to you by a guest, please report the find to the Park Superintendent and ask the guest to show you where the object was found.

Please note: Metal Detecting is illegal in Texas State Parks unless a special permit has been issued, such as in a search for a valuable lost object. It is important to report all instances of metal detecting to Park Police. Please use your judgment when approaching a person using a metal detector to notify them of this rule.

Upon arriving at the park for your assignment:

Please check into the park HQ to receive your Park Host packet, radio, keys, and uniform. Be sure you have a Volunteer Hour Log for Davis Mountains State Park and For Indian Lodge, depending on your assignment, for each month that you will be hosting for the park.

The Volunteer Coordinator will provide an orientation for you soon after you arrive.

Before beginning any host duties, please sign and return:

1. Campground host Agreement
2. Performance Evaluation front side only
3. UTV Waiver

And submit if applicable:

4. ROHVA online course certificate of completion
5. Optional- Distracted Driving Course certificate of completion

Filling out Volunteer Hour Log/reporting your hours:

Each volunteer is required to keep their own log; that includes couples that host together. Fill in date, briefly list duties. For example: AM duties, PM duties, mowing, program, office, patrol, etc.

Record visitor contacts in the "adult" and "youth" sections. This is to help us keep track of how many people you are engaging in informative, or "interpretive" conversations. If you spend **more than 5 minutes, ideally 10+** talking to a visitor about the area, or the highlights of the park, or on a subject that is nature related, such as why feeding wildlife is wrong, or why campfires are not allowed, or monarch butterflies are threatened, please count it in those columns. If you are just chatting with them about something that is not related to the park, please do not count it.

AT THE END OF EACH MONTH, please

- 1) Add up all of your hours and visitor contacts at the bottom of your log.

2) Log all hours online into the TPWD volunteer system:

https://ec.volunteernow.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1353&act=CONTROL:OPP_SEARCH_LINK

This is the same system that you used to sign up as a volunteer. Log in. On the next page click on "Report Your Service". Choose the correct opportunity from the list, and enter your hours for the month.

3) Hand in your log to the Volunteer Coordinator (you may make a copy at HQ if you wish)

Submit your hours to the TPWD volunteer system online and give your Daily Log of hours to the Volunteer Coordinator by the 1st of every month.

Host Duties and Responsibilities

Host schedule when all 3 host sites are occupied: (this is flexible based on hosts' needs)
5 days, 4 hours each day. 2 full days off.

Single occupant -----25 hours/week required

Couples -----30 hours/week combined required.

The hour requirement for couples is *per couple, not per person*. Couples may decide how to divide the 30 hours between both people to complete the assigned duties on the schedule.

There is no expectation that hosts will work extra hours.

Your days off are YOURS to do with as you like, to include leaving the park during that time.

The monthly host schedule we distribute at the beginning of each month is designed to fill the operating needs of the park as well as fulfill your hour host site requirement.

AM Schedule: 8am-12pm

- Raise flag at 8am. Check with office for any news or for anything they need.
- Open Interpretive Center by 8:15am: outside light off, inside on. Check supplies, wipe sinks, fill brochures, turn on TV and DVD player and set video to repeat. Also check the rain gauge on the Skyline Drive Gate post, and record any precipitation on the log in the IC office.
- Feed birds at both bird blinds by **9am**: All visitors are told that birds are fed by this time. See Bird Feeding 101 on pg 18.
- 10am: CAMPGROUND CHECK = "BLUE RUN"
 - This is the act of driving your UTV 'Gator' down to the campground and checking to see that expected campsites are occupied, and any campers who came in overnight receive a notice to visit the park HQ. This is also the time to let the HQ know if any sites that were reserved are not actually occupied. Ask HQ for the blue run sheet.
- Check ice/wood, refill freezers with bagged ice.

PM Schedule: 2pm-6pm

- 2pm: "BLUE RUN"
- Refeed suet if bird feeders are empty. See Bird Feeding 101 on pg 18.

- Check ice/wood, refill freezers with bagged ice.
- Collect bags in *full* recycling bins, sort it, and place **sorted** bags and cardboard in red metal shed in the bone yard.
- Take down flag after 5pm. The office always appreciates help closing the office for the day especially on a busy night! There are reservations to post, bathrooms to tidy, cats to herd, etc.
- Close Interpretive Center at 6pm earliest (can opt to close later if visitors are enjoying it/freezing temps warrant it): outside light on, inside off, TV off. Check bathroom supplies, wipe sinks, tidy up brochures, sweep, check and clean windows if necessary.



A note about ICE: If you are a Tierra Grande Texas Master Naturalist (TGTMN) **and** have a food handlers' license, you may bag ice, but please log that time separately with the TMN. Due to food handlers guidelines only those with licensures *who are members of the TGTMN* may bag ice.

Additional Responsibilities for Individual sites:

PARK HOST # 1 Interpretation

1. As Volunteer Interpreters, some of your hours other than shift jobs will be assisting the Interpreter with programs, doing your own programs (approved by the Interpretive Ranger), doing 'roving interpretation', and spreading the word about programs in the park. The Interpretive Ranger will train you on this. Visit with the Interpreter for current needs.
2. **Keep the restroom at the trailer area tidy.** If the toilets are plugged PLEASE do your best to unplug it, and keep the toilet paper and paper towels full, and report any problems.
3. The **new program flyers** are usually ready on Sunday mornings. Please take some from the stack at the front desk of the HQ and post them at all bulletin boards in the campground/skyline drive restroom.
4. **IC upkeep.** Keep the restroom supplies stocked, sweep and mop when necessary, wash window at the blind, and doors. Stock brochures, keep IC tidy. Let Tyler know if maintenance is necessary.
5. **Friday PM-** Intercept visitors with reservations 5-7p (this is helpful any day but esp Fri/Sat)

PARK HOST #2

1. **Help with programs** by advertising for them and joining in on hikes to get to know the park so you can help visitors with choosing trails, and with resource information.
2. **Outdoor areas at IC:** After each heavy rain, the sidewalk around the pollinator garden needs to be swept, and keep watch on rock stairs for pine needles, rocks debris. Sidewalk doubles as a viewing area for the garden, and the **only** wheelchair accessible pathway for the IC.
3. **Keep the Restroom at the Group Picnic Area tidy.** If the toilets are plugged PLEASE do your best to unplug it, and keep the toilet paper and paper towels full, trash picked up, and report any problems to staff.
4. **Maintenance: reserve 5 hours per week** for various jobs needed by the maintenance crew- consult lead ranger to fill these hours.

PARK HOST #3 Maintenance

1. Check with maintenance staff to assist with projects, daily park duties. 10 hours of your week should be devoted to maintenance- visit with Lead Ranger about current needs and scheduling.x
2. **Pollinator Garden:** Water when necessary, at least once/week in the summer
3. Keep the **restroom at the tent** area tidy. If the toilets are plugged PLEASE do your best to unplug it, and keep the toilet paper and paper towels full, trash picked up, and report any problems with the restrooms to staff.
4. **Maintain the Wildlife Viewing Area** keep notebook, pen available, restock brochures, sweep, and clean windows weekly. **After heavy rains, sweep water out of outdoor sitting area for safety.** Keep a log of any birds that you or visitors see strike the windows. **Any host can be working on projects other than shiftwork at any time. Please allow the host on duty to handle shiftwork jobs, but if you see that something else needs to be tended to, please take care of it. Thank you!**



Please try to attend Park Host Meetings and Safety Meetings for current information, to pick up schedules, provide your feedback, ask questions, and to visit with the other hosts.

Other helpful daily duties for everyone working at the park:

Emory Oak Wildlife Viewing Area (EOWVA) water feature maintenance:
Daily: skim leaves off of pond, check that water is no lower than 6" below rim.
Every 3 months: clean mud out of bottom of pond.

- Assist headquarters staff with the answering of phones during peak visitation times.
- Litter pick-up throughout the park (Watch for snakes!)
 - i. On trails and in brush
 - ii. Along the main road in the park
 - iii. Small paper and cigarette butts around campsites and day-use
- Check fire rings and barbeque grills for overfill of ashes and litter. (Check with the Lead Ranger for location for disposal of ashes).
- Remove cobwebs, spiders, bugs, etc. from the interior and exterior of the restrooms and park headquarters.
- Remove rocks from Skyline Drive after storms, freezing temperatures. Check for hazardous conditions on Skyline Drive due to ice. Do we need to close the gates?
- Work in the park store, stocking, and straightening merchandise.(log hrs separately for IL)
- Assist staff with special projects such as painting signs.
- Write vehicle notices for vehicles without entrance or camping permits.
- Collecting unused wood to be resold at designated areas (next to trailer restrooms, and at host site #3). If the county is under a burn ban, wood is stored in the maintenance yard (ask a ranger). If campers are chased out by rain, they might leave wood at their site.
- As a host, please be prepared to perform light maintenance work around the park, such as bringing supplies to the HQ staff as needed, checking and servicing restrooms, and reporting emergencies.

- *Patrolling campground and Skyline Drive for needy campers at any time, people parking in unauthorized locations (grass) and for any visitors breaking park rules.*
- *Explain to campers that they are not allowed to have fires when the sign on the main road, just past the HQ on the way to the campground, says 'Campfires NOT allowed'. Even if there has been rain, our soil and vegetation dries out very quickly and a wildfire can be easily started. We are trying to keep our visitors safe.*
- *Explain to campers that they may not feed wildlife at their campsites. This includes hummingbird feeders. While some visitors may be accustomed to state parks allowing this, birdseed and other foods attract insects, javelina and other animals, creating unsafe situations for people and wildlife.*

Bird Feeding 101- please feed birds no later than 9:00am each morning, and in busy season (May-August) also please feed suet again at 2pm as long as birds are eating it.

Diagram of feeding stations and more information located in the seed room

There are two locations with feeders: Interpretive Center, and Emory Oak Wildlife Viewing Area

A large percent of our visitation is by birders so maintaining the blinds is very important, as is being aware as to which birds are in the park currently, especially where to find the Montezuma quail. Educate yourself! Go on at least one of the park's Saturday birding walks to get to know the birds here. We do not require that you have an interest in birds, but we need you to just know the basics so you can help visitors, since a good number of them are here for bird watching. You might even enjoy it!

- Suet goes into drilled holes in hanging logs. If it is gone by 2pm, please refill. Make more suet if the host feeding the next day will not have enough.
- Hummingbird Feeders- 2 at each site, during August/September only: increases to 4 at each site.
 - Please hang feeders so the base is not touching a branch that ants can use as a bridge
 - Put water in the ant moats daily
 - Hang feeders where hummers do not have to share air space with bigger birds
 - Clean often (use vinegar/water solution and a brush)
- Finch feeders- 2 at each site
 - Finches like to feed in groups, so keep the finch feeders nearly full. Large size when siskins arrive.
 - Watch for wet seed after rain. It molds quickly
- Platform feeders- 2 at each site
 - Use Wild Bird Seed in any platform feeders that the doves **can** get into
 - Doves are ground feeders and can get what they need from under feeders
 - Sunflower seeds are more expensive and not needed for doves. Use Sunflower seeds only in the house feeders that have wire to keep doves out
- Oranges
 - Oranges are primarily for feeding Orioles (but, other birds will eat them, too)
 - Stab the orange onto a branch or yucca leaf near a perch. Do NOT put on ground or in feeders.

- Hummingbirds do not want to share air space with Orioles – don't place oranges on hummingbird feeders
- Impale oranges where they will not easily fall on the ground
 - Tip: if you cut the oranges in sections, you can cut a small hole through the rind to impale the section on a tree or bush.
- Pick up orange rinds once the fruit is eaten or dried out and dispose of them in the trash
- Montezuma Quail
 - Birders will come from long distances, and even other countries, just to see the Montezuma Quail.....always check for them before entering the feeding stations, and avoid scaring them off especially if people are watching/photographing. Usually all other birds will flush but the quail will stay at the farthest feeder while you are feeding, and you can easily feed some suet in a couple feeders while the quail is there. If you decide to not feed until the quail is gone, that's fine, just don't forget to go back!
- Bird supplies are delivered on Thursdays. Please give order to Tyler by the Tuesday before.

Frequently Asked Questions

Who do we call when the Rangers are off duty if there is a complaint or emergency?

Try to reach any available staff member: On-call staff, Park Police officer, the Indian Lodge office, or the superintendents of Davis Mts. SP and Indian Lodge (both reside onsite). If you cannot locate any staff, the Jeff Davis County Sheriff can be reached at 432-249-0157.

Maintenance emergency: call the Lead Ranger or Complex Maintenance Supervisor (see Contact List), or On-Call Staff.

Medical emergency: Find any staff member. If unsuccessful, either call 911 and/or give the person requesting assistance the map to the nearest hospital that is included in this manual. Make sure you keep several on hand. Immediately notify staff. You are authorized to provide minor first aid supplies such as Band-Aids to visitors, but do not supply medication.

What constitutes an emergency reason to call when the rangers are off duty?

Not all complaints require an emergency call. Those that do are ones that threaten the public health or safety of the visitor. All others should be reported the next day by the complainant to the office. A maintenance emergency might be the flooding of the bathrooms. Call the on-call staff member, turn off the water, and lock the restrooms.

Where do I find the extra toilet paper for the restrooms?

Regular size tp rolls and paper towels are in the trailer area showerhouse, women's handicapped restroom. Inside is a locked door to the toilet paper supply- the key is the same as the seed room key. Large tp rolls are available in the 1st bay at the maintenance yard.

Where can I have my mail sent?

The address is: PO Box 1707 Fort Davis TX 79734. This is for mail only. FEDEX or UPS deliveries go to: Davis Mountains State Park, State Highway 118N, Park Rd 3, Fort Davis, Texas 79734. Your mail and any messages will be put in your mailbox in the office.

Can I work over my required hours?

You may. We submit your hours to the state on a monthly basis and once a year they are compiled and submitted to the state legislature. Those hours help demonstrate the efforts needed to effectively operate the park. Therefore, we appreciate any extra hours that you log, but **you are never obligated to work more than the required amount**. If you have further questions about this, please ask the Volunteer Coordinator. Submit your hours online using the same volunteer website you originally used to sign up, and give your paper copies to the Volunteer Coordinator on the 1st of the following month. Thank you!

Where can I check my email?

Park WIFI is available at the Interpretive Center, the Indian Lodge and also at headquarters.

***** What if I don't like the job assigned me? *******

If at any time a park host is unhappy with their assignment, please tell the Volunteer Coordinator as soon as possible. All efforts will be made to find an appropriate solution.

How can I sign up for a future host job at DMSP?

If you are interested in coming back to host for us in the future, please make a request to the Volunteer Coordinator. **ASK EARLY!** Sometimes a site will be booked more than a year ahead.

What equipment will I need for my job?

None. All equipment will be provided for you.

Some things to remember:

Hosts must be available during scheduled duty times, unless arrangements have been made with the volunteer coordinator. With that said, if you would like to plan a day trip or overnight trip somewhere, GO FOR IT! There is much to do and see in the Fort Davis area. Please just get any jobs covered that you are responsible for, and let the Volunteer Coordinator know at least a week ahead of time.

- Pursue excellence in everything you do. If it is worth doing it is worth doing right!
- Provide excellent customer service as though your job depends on it.
- Everyone is a representative of the park.
- Do what is best for the park.
- When making decisions, consider the resource, coworkers, the agency, and site goals first.
- Interact positively, criticize constructively and act decisively.
- Have respect for others; guests and coworkers alike.
- Be honest and professional.

- Take pride in your work; everyone's job is important!
- Have the best maintained and cleanest field, grounds, and facilities that we possibly can.
- Think SAFETY and put safety first in all you do!



**Thank you for volunteering your time to help make Texas State Parks beautiful
and give our visitors the best and safest experience possible!**

Davis Mountains / Indian Lodge Contact Information

TELEPHONE NUMBER\$- local area code (432)

DMSP:

Davis Mountains SP HQ _____ **432-426-3337**
Wanda Olszewski (DMSP Superintendent) _____ **432-426-3337 X 223 (o), 432-249-1152**
Duane King_ (Lead Maintenance Ranger) _____ **426-3945 x 240**
Verna Dutchover (Office Manager) _____ **426-3337 x222**
Julia Hernandez (Assistant Office Manager) _____ **426-3337 x225**
Tyler Priest (Interpretive Ranger) _____ **426-3337 x224 c:737-202-1926**
Indian Lodge
Office Main Number _____ **426-3254**
Karen Sulewski _____ **426-3254 x336/239-0999(cell)**

Region:

Mark Lockwood -Regional Director _____ **432-426-3533 / 432-557-0981(c)**

Law Enforcement:

Sheriff: 432-426-3213

Clint Hunt, Game Warden Captain _____ **432-837-0050 ext 120/432-386-6577(c)**

Jacob Barton (State Park Police) _____ **432-426-2207(h)/432-249-9866 (c)**

Thomas Bingham (Reg. Police) _____ **432-386-3024 (c)**

Extensions Indian Lodge- Dial 426-3254 then:

Black Bear _____ **1**
Karen Sulewski _____ **3**
Stephanie Rubio _____ **4**
Front Desk _____ **5**

Indian Lodge Radio Numbers

Gift Shop/Office _____ **240**

Jimmy_____245
Susan_____246
Lily_____247
Christina_____248
Berta_____249
Barbara_____254

DMSP Radio Numbers

HQ_____230
Jacob Barton_____4807
Wanda Olszewski_203
Tyler Priest_____235

Maintenance:

Duane King_____234
Joe Skinner_____236
Carmen Iniguez_____237
Richard Granado____238