



Your land trust. Your quality of life.

105 West Morehead Street
Charlotte, NC 28202
704.343.3330

www.catawbalands.org

*Volunteer with your
local land trust.*



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CATAWBA LANDS CONSERVANCY.....	3
MISSION.....	3
HISTORY	3
LAND THE CONSERVANCY PROTECTS	3
HOW THE CONSERVANCY PROTECTS LAND.....	4
WHERE THE CONSERVANCY WORKS	4
FUNDING	5
CATAWBA LANDS CONSERVANCY OFFICE.....	5
STAFF / BOARD OF DIRECTORS / VOLUNTEERS.....	5
DEPARTMENTAL COMMITTEES.....	5
VOLUNTEER PROGRAM	6
WHAT YOU CAN EXPECT FROM CATAWBA LANDS CONSERVANCY	6
WHAT CATAWBA LANDS CONSERVANCY EXPECTS FROM YOU	6
VOLUNTEER JOB DESCRIPTIONS	7
ADMINISTRATIVE	7
<i>Administrative assistant:</i>	7
COMMUNITY OUTREACH & EDUCATION	7
<i>Hike leaders</i>	7
<i>Community outreach specialists:</i>	7
FUNDRAISING	7
<i>Friendraising party host:</i>	7
<i>Fundraising</i>	7
<i>Special events assistant:</i>	8
MEDIA AND PUBLIC RELATIONS.....	8
<i>Photography:</i>	8
<i>Media monitoring:</i>	8
<i>Graphic designer:</i>	8
STEWARDSHIP.....	8
<i>Property monitoring:</i>	8
<i>Work party leaders:</i>	8
TECHNOLOGY	8
<i>Website updating:</i>	8
TRAINING AND QUALIFICATIONS.....	9
ADMINISTRATIVE	9
COMMUNITY OUTREACH & EDUCATION	9
FUNDRAISING.....	10
MEDIA AND PUBLIC RELATIONS	10
STEWARDSHIP	10
TECHNOLOGY.....	10
VOLUNTEER APPLICATION.....	13
VOLUNTEER RELEASE FORM.....	14

Catawba Lands Conservancy

Mission

Catawba Lands Conservancy is a nonprofit land trust that permanently protects land, water and wildlife habitat to enhance quality of life in North Carolina's Southern Piedmont and Lower Catawba River Basin.

History

The Conservancy dates back to the early 1990s when a small coalition called Save Mountain Island Lake for Everyone was established to protect our region's water quality. When the land trust was formed, it became apparent that this work was critical on a much larger scale. In 1991 Catawba Lands Conservancy was incorporated as a nonprofit organization to protect the Catawba River Basin.

Since then, the Conservancy's story has been one of dedicated, local families preserving their land, community residents supporting our mission and public and private agencies committing resources to conservation.

Land the Conservancy protects

Catawba Lands Conservancy focuses on land that protects ecological diversity, water quality and open space. Many of our properties possess all three of these traits, and each is valuable to the property itself while providing a public benefit for the Southern Piedmont and Lower Catawba River Basin. .

◆ Ecological diversity

Protecting ecologically diverse natural habitats is of primary importance to the Conservancy. As the only land trust serving this region, the Conservancy has a responsibility to ensure that wildlife and plants thrive and our natural systems function properly. Many Conservancy properties are considered natural heritage sites, places where biologists have identified uncommon natural communities. The 506-acre Stanley Creek Forest and the 107-acre Buck-Smith-Long Property are two examples.

◆ Water quality

Safeguarding the region's water supply is another important focus. The Conservancy protects several hundred acres in the Mountain Island Lake watershed, the drinking water supply for Charlotte, Mount Holly, Gastonia and other local communities. The South Fork Catawba River, which flows through Catawba, Lincoln and Gaston counties, has long been a protection area, with more than 2,500 acres and 16 river miles currently protected.

◆ Open space

As family farms continue to decline in North Carolina, it is especially significant to protect working farms and other forms of open space. These rolling fields and wooded areas protect the character of our rural communities and help foster the agricultural community. The 48-acre Hunter Farm in Union County, the 180-acre bicentennial

Rhyne Farm in Gaston County and the 63-acre Oakwood Farm in Catawba County are all working farms and examples of open space protection.

How the Conservancy protects land

Each property is unique, and the Conservancy personalizes the voluntary conservation tools needed to protect a site to best match the landowner's and the land trust's mutual goals. Some of the more common conservation tools the Conservancy uses include:

- ◆ Conservation easements

The landowner enters into a voluntary legal agreement with the Conservancy that permanently limits some of the land's uses, primarily the development rights. The Conservancy upholds the easement's restrictions to protect the property's natural features, while the landowner continues to own and manage the land.

- ◆ Donation of land

The landowner donates the property to the Conservancy, and the Conservancy owns, protects and manages the land.

- ◆ Bargain sale

The landowner chooses to sell the property to the Conservancy at a price below the fair market value, and the Conservancy owns, protects and manages the land. The difference between the sale price and the fair market value is a charitable gift and may be subject to tax benefits.

- ◆ Conservation buyers

An individual purchases the property and protects it with a conservation easement. The Conservancy protects the property, while the landowner continues to own and manage the land. Landowners who conserve their property often are able to take advantage of tax benefits including a federal income tax deduction, state income tax credit, a reduction in estate taxes or potential property tax alleviation.

How the Conservancy stewards land

Acquiring property is just the first phase of the Conservancy's work. Because we conserve land in perpetuity, we have the responsibility to make sure each property's special natural features remain intact. The Conservancy has a team of dedicated volunteers who visit each property at least annually to document and monitor those conservation values.

Where the Conservancy works

The Conservancy serves Catawba, Gaston, Iredell, Lincoln, Mecklenburg and Union counties in the Charlotte metro region, and is the only land trust serving this broad area.

As the largest metropolitan area in the state, Charlotte's landscape is changing rapidly. The Conservancy's work to protect the "best of the best" natural places will help to steer development to more appropriate areas. Within the next generation, many of the

region's most valuable natural sites will be lost, and the Conservancy must work quickly to conserve these important areas while it can. With your help, we can make a dramatic impact on protecting the landscapes you love in your community.

Funding

More than 1,400 individuals have joined the Conservancy to advance the mission of protecting significant natural lands in the Southern Piedmont. Many of them have grown up here and hope the wooded areas, working farms and rolling hills that make this region special will remain for their children and grandchildren. Newcomers want to preserve the quality of life that first drew them to the Southern Piedmont. Donations from individual supporters make up about one-third of the Conservancy's operating budget, making our work possible. Each donated dollar is leveraged into \$16.

Catawba Lands Conservancy Office

Catawba Lands Conservancy is located at 105 West Morehead Street, Charlotte, NC 28202. We are open from 9 a.m. – 5 p.m., Monday – Friday. If you are visiting the office, you may park in any parking space that is attached to the building.

Staff / Board of Directors / Volunteers

Catawba Lands Conservancy is managed and operated by a professional staff, with oversight by a volunteer Board of Directors. Volunteers support the organization and help to further the mission and vision by volunteering their time in the areas of administration, community outreach and education, fundraising, media and public relations, stewardship, and technology. The volunteer's role is further defined in the job descriptions for the area they are assigned.

Departmental Committees

Committees made up of staff, volunteers, and chaired by a member of the Board of Directors meet monthly to help guide and assist Conservancy staff with major projects and decisions. Committee members commit to attending one evening meeting each month, as well as assisting on projects through periodic emails and phone calls. Development, Land Acquisition, Land Stewardship, and Outreach & Education Committees are open to new members. Interested parties may contact the director of the department for more information.

Volunteer Program

What you can expect from Catawba Lands Conservancy

The Conservancy Volunteers have the right to:

- ◆ A clear job description.
- ◆ Orientation, training, and supervision to meet the responsibilities of the position.
- ◆ Be assigned appropriate assignments according to skill, interests, availability, and training.
- ◆ Be treated as a co-worker who contributes to the Conservancy's goals through your volunteer work.
- ◆ Be given appropriate expressions of appreciation and recognition.
- ◆ Be heard regarding program or organizational improvement.

What Catawba Lands Conservancy expects from you

When you become a Conservancy volunteer, there are certain commitments and responsibilities that we will expect of you:

- ◆ To abide by the policies and procedures of Catawba Lands Conservancy.
- ◆ If questions arise ask appropriate staff member for help.
- ◆ Maintain the confidentiality of privileged information relative to all areas of Catawba Lands Conservancy, its staff & volunteers.
- ◆ Sign up in advance for scheduled duties, meet time commitments and notify immediate supervisor if time commitments cannot be met.
- ◆ Record the number of hours you have worked on behalf of Catawba Lands Conservancy.
- ◆ We expect you to voice your opinions to the appropriate staff and contribute your suggestions to improve the Conservancy and the volunteer program.
- ◆ Notify immediate supervisor of changes to contact information or if leaving the volunteer program.
- ◆ Be a community ambassador for land conservation!

Volunteer Job Descriptions

Catawba Lands Conservancy relies on volunteers in all areas of the organization – from monitoring protected properties to assisting in the office; volunteers fill vital areas to help with our needs. The work of a volunteer in each area is detailed through job descriptions.

ADMINISTRATIVE

Administrative assistant: Catawba Lands Conservancy always needs organized individuals to help out administratively. From organizing our filing cabinets to helping stuff envelopes to maintaining our literature, there is always plenty of work for an additional pair of hands!

COMMUNITY OUTREACH & EDUCATION

Hike leaders: If you are a natural teacher or outdoors enthusiast and want to share your passion with our volunteers, donors, and community members, consider becoming a hike leader. Hike leaders lead educational hikes on protected properties while sharing natural and historical knowledge. The primary responsibility of a hike leader is to give accurate, interesting information, and to convey enthusiasm and positive energy about the environment and Catawba Lands Conservancy. Prior public speaking and/or plant and animal identification skills are helpful.

Community outreach specialists: Help us spread the word! Catawba Lands Conservancy visits festivals and events all over our service area to educate and increase the public's awareness on the need for land conservation. These exhibits are key opportunities to interact with people who know little, or nothing, of land trusts and Catawba Lands Conservancy. Volunteers are trained to set-up, given key talking points, hand out literature, encourage memberships, and participation at Conservancy events.

FUNDRAISING

Friendraising party host: Do you like to throw a party? Among the most effective membership building tools are the gatherings hosted by volunteers in their homes to introduce Catawba Lands Conservancy to friends and neighbors. You provide the food and drink; we provide literature and key talking points. You can help build understanding and support for land conservation in your community.

Fundraising: Telephone calls and personal notes are a vital part of our fundraising efforts to ensure that we have funds to continue adding to our permanently protected

land. Spend some time in the Conservancy office helping us contact donors by phone and mail, or ask us about grant writing opportunities.

Special events assistant: Special events are a lot of fun and a lot of work! We need help throughout the year planning, executing, and cleaning up after special events.

MEDIA AND PUBLIC RELATIONS

Photography: If you have a camera and an eye for composition, you can help us by visiting conserved properties and taking photos for use in mailings, publications, slideshows, and the website. Photography volunteers will team up with other volunteers and/or staff to visit newly protected properties.

Media monitoring: If you live outside the Charlotte area, the Conservancy needs your eyes and ears! Help keep us up to date on the happenings in your area, and cut news articles that may be of interest or refer to the Conservancy.

Newsletter assistant: Catawba Lands Conservancy is always looking for a fresh perspective on conservation issues in the community. Help us get the word out by writing articles for our quarterly newsletter and/or our bimonthly e-alerts. We also are looking for volunteers to identify locations where we can stock newsletters and brochures, as well as restocking those areas.

Graphic designer: Feeling creative? Put those graphic design skills to work by helping the Conservancy design eye-catching displays for festivals and presentations.

STEWARDSHIP

Property monitoring: Our protected properties require ongoing monitoring, so if you enjoy the outdoors, like to walk and are skilled with a compass, we welcome your talents!

Work party leaders: The Conservancy is looking for a few individuals to lead trail work, invasive plant control, and trash pick-up days on various protected properties. Team with Conservancy staff to learn the “ins and outs” of work days. Work party leaders are primarily responsible for providing leadership during work days and representing the Conservancy in a professional manner.

TECHNOLOGY

Website updating: Are you skilled at website design and maintenance? Help Conservancy staff keep our website fresh and dynamic.

Training and Qualifications

Administrative

Job Title(s):	Administrative Assistant
Reports to:	Heike Biller, Program & Office Coordinator
Contact info	heike@catawbalands.org 704.342.3330 x210
General Description: An Administrative Assistant helps in all areas with general administrative duties including copying, filing, mailings, data entry, shredding, literature organization, word processing, and other needs as they arise.	
Training: Initial training consists of a meeting with the Program & Office Coordinator to determine skill set and fit to needs of organization.	
Qualifications: <ul style="list-style-type: none">• Ability to take direction and instruction on a project and then work independently• Experience in an office setting helpful but not required including skills using a copier, fax, computer, shredder, and postage machine	

Community Outreach & Education

Job Title(s):	Hike leader
	Community outreach specialist
Reports to:	Rhea Kelley, Outreach & Education Director
Contact info	rhea@catawbalands.org 704.342.3330 x208
General Description: Outreach and Education volunteers help educate and increase the Conservancy's visibility in our communities by talking directly with the public. The primary responsibility of a Community Outreach and Education volunteer is to give accurate and interesting information to interested parties, and to convey enthusiasm and positive energy about the environment.	
Training: Initial training consists of meeting with the Outreach & Education Director to determine skill set and fit to needs of organization. Further training will be determined dependent on job title, needs and desire of volunteer and O & E Director.	

Qualifications: Prior public speaking and / or plant and animal identification skills helpful.

- Comfortable speaking and interacting with the public
- Enthusiastic about sharing information about land conservation and Catawba Lands Conservancy's mission
- Desire to learn about the Conservancy, protected properties, cultural and natural heritage of the land
- Ability to work independently and take a leadership role at hikes and exhibits

Fundraising

Job Title(s):	Friendraising party host
	Fundraising, grant writing
	Special events assistant
Reports to:	Jennifer Martin, Development Director
Contact info	rhea@catawbalands.org 704.342.3330 x208
General Description: Fundraising volunteers help the Conservancy in all aspects of raising money; this may include writing personal notes on renewal letters, calling lapsed donors, participating in organizing fundraising events, or even helping write grants.	
Training: Initial training consists of meeting with the Development Director to determine skill set and fit to needs of organization. Further training will be determined dependent on job title, needs and desire of volunteer and Development Director.	
Qualifications: <ul style="list-style-type: none"> • Experience and/or interest needed dependent on job title. • Enthusiasm for land conservation a plus 	

Media and Public Relations

Job Title(s):	Photographer
	Media monitor
	Newsletter assistant
	Graphic designer
Reports to:	Rhea Kelley, Outreach & Education Director
Contact info	rhea@catawbalands.org 704.342.3330 x208

General Description:

Media and Public Relations volunteers help keep the Conservancy in the news and in the public eye.

Training:

Initial training consists of meeting with the Outreach & Education Director to determine skill set and fit to needs of organization. Further training will be determined dependent on job title, needs and desire of volunteer and O & E Director.

Qualifications:

- Experience and/or interest needed dependent on job title.
- Creative thinking a plus.

Stewardship

Job Title(s):	Property monitor
	Work party leader
Reports to:	Sharon Wilson, Land Stewardship Director
Contact info	sharon@catawbalands.org 704.342.3330 x209

General Description:

Stewardship volunteers help protect and maintain property that the Conservancy permanently protects. Duties vary from walking boundaries to leading clean up days.

Training:

Initial training consists of meeting with the Land Stewardship Director to determine skill set and fit to needs of organization. Further training will be determined dependent on job title, needs and desire of volunteer and Land Stewardship Director.

Qualifications:

- Enthusiastic about getting out on the land and actively working to protect it.
- Bird and plant identification as well as map and compass skills are beneficial.
- Ability to work independently represent the Conservancy in a professional manner

Technology

Job Title(s):	Website assistant
Reports to:	Scott Bodien, Technology Coordinator
Contact info	scott@catawbalands.org 704.342.3330 x204

General Description:

Website assistant volunteers will help maintain and update the Conservancy website.

Training:

Initial training consists of meeting with the Technology Coordinator to determine skill set and fit to needs of organization.

Qualifications:

- Experience maintaining and updating websites required.



Volunteer Application

Please complete the form below and return to:

Attention: Volunteer Coordinator

Catawba Lands Conservancy
105 West Morehead Street
Charlotte, NC 28202

Today's Date: _____ Date of Birth: _____
Full Name: _____ Nickname: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail: (please print) _____
Home #: _____ Cell #: _____ Work #: _____
Employer: _____ Occupation: _____
How did you hear about the Conservancy?
 Brochure Internet/Website Friend
 Print/Radio/TV Event _____ Other _____

Other Volunteer Activities:

I want to learn more about volunteering in the following area(s):

- | | | |
|--|---|---|
| <input type="checkbox"/> Administrative
<input type="checkbox"/> Office | <input type="checkbox"/> Community Outreach & Education
<input type="checkbox"/> Educator/Outreach
<input type="checkbox"/> Events
<input type="checkbox"/> Hike Leader/Assistant | <input type="checkbox"/> Fundraising
<input type="checkbox"/> Events
<input type="checkbox"/> Telethon |
| <input type="checkbox"/> Media and Public Relations
<input type="checkbox"/> Graphic Design
<input type="checkbox"/> Media Monitor
<input type="checkbox"/> Newsletter assistant
<input type="checkbox"/> Photography | <input type="checkbox"/> Stewardship
<input type="checkbox"/> Conservation Monitor
<input type="checkbox"/> Workdays
<input type="checkbox"/> Salamander Trapper | <input type="checkbox"/> Technology
<input type="checkbox"/> Website |

Additional Information:

Once your application is received, we will review and contact you to discuss volunteer opportunities!
If you have questions, please call 704-342-3330.

Thank you again for your interest and support!

www.catawbalands.org



Volunteer Release Form

I, _____ have agreed to perform volunteer services for Catawba Lands Conservancy, at which time possible risks may be involved. I understand that I am free to refuse to participate in, or continue activities in any setting where I feel my personal safety is at risk, and that I should alert the staff of Catawba Lands Conservancy to any hazardous situations. I hereby release Catawba Lands Conservancy and its officers, directors, and staff from any liability in connection with my volunteer work for the Conservancy at any time henceforth. I also understand that my pictures may be duplicated for educational or promotional materials.

Signature

Date

Printed name