

Kennesaw Mountain National Battlefield Park



Volunteer In Parks Handbook

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WELCOME TO KENNESAW MOUNTAIN

Welcome to Kennesaw Mountain National Battlefield Park and thank you for your interest in our Volunteers-In-Parks Program.

Americans have been giving their time and talents to help others long before there was the term for volunteering. Great achievements have been accomplished because individuals have taken the time to give back to their communities. The National Park Service recognizes the importance of volunteers and considers them to be Very Important People (VIPs). In 2018, more than 302,000 volunteers collectively contributed more than 7.2 million hours of volunteer service at our national parks. In 2019, 981 volunteers at Kennesaw Mountain National Battlefield Park donated over 61,000 hours of service, equaling nearly \$1.6 million in-kind funding. By volunteering at Kennesaw Mountain, you become part of a nationally recognized group.

Joining the Volunteer-In-Parks Program at Kennesaw Mountain NBP means that you are part of an exceptional team. Our volunteers are dedicated and enthusiastic about their service to the park. The Volunteer Program offers a variety of opportunities to interest almost anyone who wishes to dedicate their time to Kennesaw Mountain.

This handbook is intended as an introduction to the National Park Service, Kennesaw Mountain National Battlefield Park, and the Kennesaw Mountain NBP Volunteer-In-Parks Program. It is designed to answer a variety of questions about all aspects of volunteering at Kennesaw Mountain National Battlefield Park.

In addition to this handbook, you can also find information about volunteering and internships on the Kennesaw Mountain National Battlefield Park website, at www.nps.gov/kemo. The website also contains additional information about the park's history, natural resources, special events, visiting, regulations, education, and news.

Should you have any additional questions about the Kennesaw Mountain VIP Program, please contact the Volunteer Coordinator by phone: 770-615-1801, by email: kemo_volunteer@nps.gov, or by mail: Volunteer Coordinator, Kennesaw Mountain National Battlefield Park, 900 Kennesaw Mountain Dr., Kennesaw, GA 30152.

Thank you for your interest and we look forward to having you as part of our team!

National Park Service

U.S. National Park Service Mission Statement

The National Park Service preserves unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations. The Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

To achieve this mission, the National Park Service adheres to the following guiding principles:

- **Excellent Service:** Providing the best possible service to park visitors and partners.
- **Productive Partnerships:** Collaborating with federal, state, tribal, and local governments, private organizations, and businesses to work toward common goals.
- **Citizen Involvement:** Providing opportunities for citizens to participate in the decisions and actions of the National Park Service.
- **Heritage Education:** Educating Park visitors and the general public about their history and common heritage.
- **Outstanding Employees:** Empowering a diverse workforce committed to excellence, integrity, and quality work.
- **Employee Development:** Providing developmental opportunities and training so employees have the "tools to do the job" safely and efficiently.
- **Wise Decisions:** Integrating social, economic, environmental, and ethical considerations into the decision-making process.
- **Effective Management:** Instilling a performance management philosophy that fosters creativity, focuses on results, and requires accountability at all levels.
- **Research and Technology:** Incorporating research findings and new technologies to improve work practices, products, and services.
- **Shared Capabilities:** Sharing technical information and expertise with public and private land managers.

Information found on NPS website, <http://www.nps.gov/aboutus/mission.htm>.

INTRODUCTION

Throughout the history of the national parks, volunteers have carried on a proud tradition. From the establishment of the first national park, Yellowstone, in 1872, to the establishment of the National Park Service itself, in 1916, and continuing today, private citizens have played a vital role in the development of the national park system. The primary purpose of the Volunteers in Parks (VIP) program is to provide a vehicle through which the NPS can accept and utilize voluntary help in such a way that is beneficial to the NPS and the volunteer.

The Purpose and Brief History of the National Park Service

Yellowstone, Grand Canyon, Great Smokey Mountains – these national parks and monuments of the United States are some of the best-known places on this earth. Each is a special place that preserves and exhibits cultural and natural resources of recognized value. Today, the National Park System consists of over 400 individual units which are administered by the National Park Service (NPS) for their inherent natural, cultural, and recreational values.

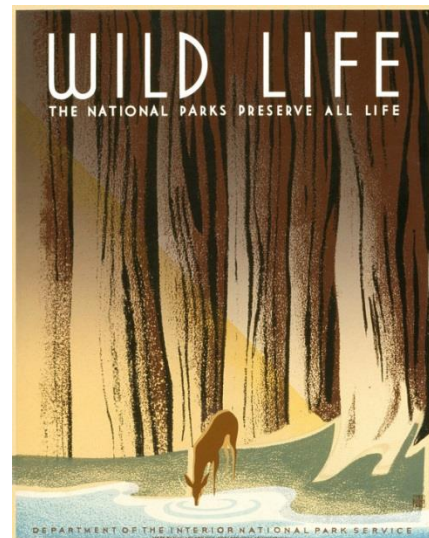
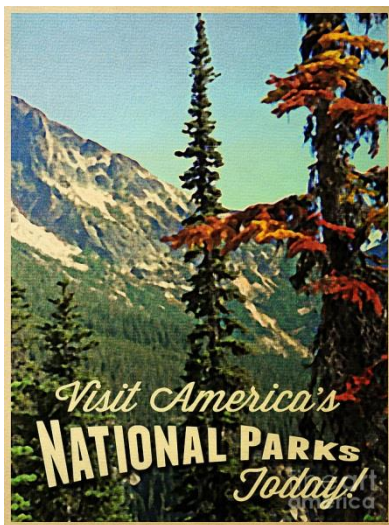
America's still-expanding national park system is the result of more than a century of effort by countless dedicated citizens. The modern national park concept did not come into the world fully developed. The concept of preserving resources or special features made no sense in the past when things changed slowly. In this sense, the national park idea was one of the products of the great industrial revolution of the 19th century. By the middle of the last century, Americans had begun to realize that they had the power to make immense changes in their world. But the power to change also had awakened the need to preserve. Even to the individual-oriented culture of 19th century America, it seemed obvious that certain special places ought to be shared by all, rather than locked up to benefit a lucky few. It was this urge to share and preserve that led to America's initial experiments in national parks.

In 1864, during the midst of the Civil War, the federal government took time to transfer California's increasingly popular Yosemite Valley to state control, with the specific provision, that the area be operated as a public park. Less than a decade later in 1872, when the wonders of Yellowstone Park became apparent, Congress again acted to prevent private ownership. But this time, since no state government yet existed in the region in question, the government had no choice but to undertake the operation of the new reserve itself. The result was America's first formally titled "national park".

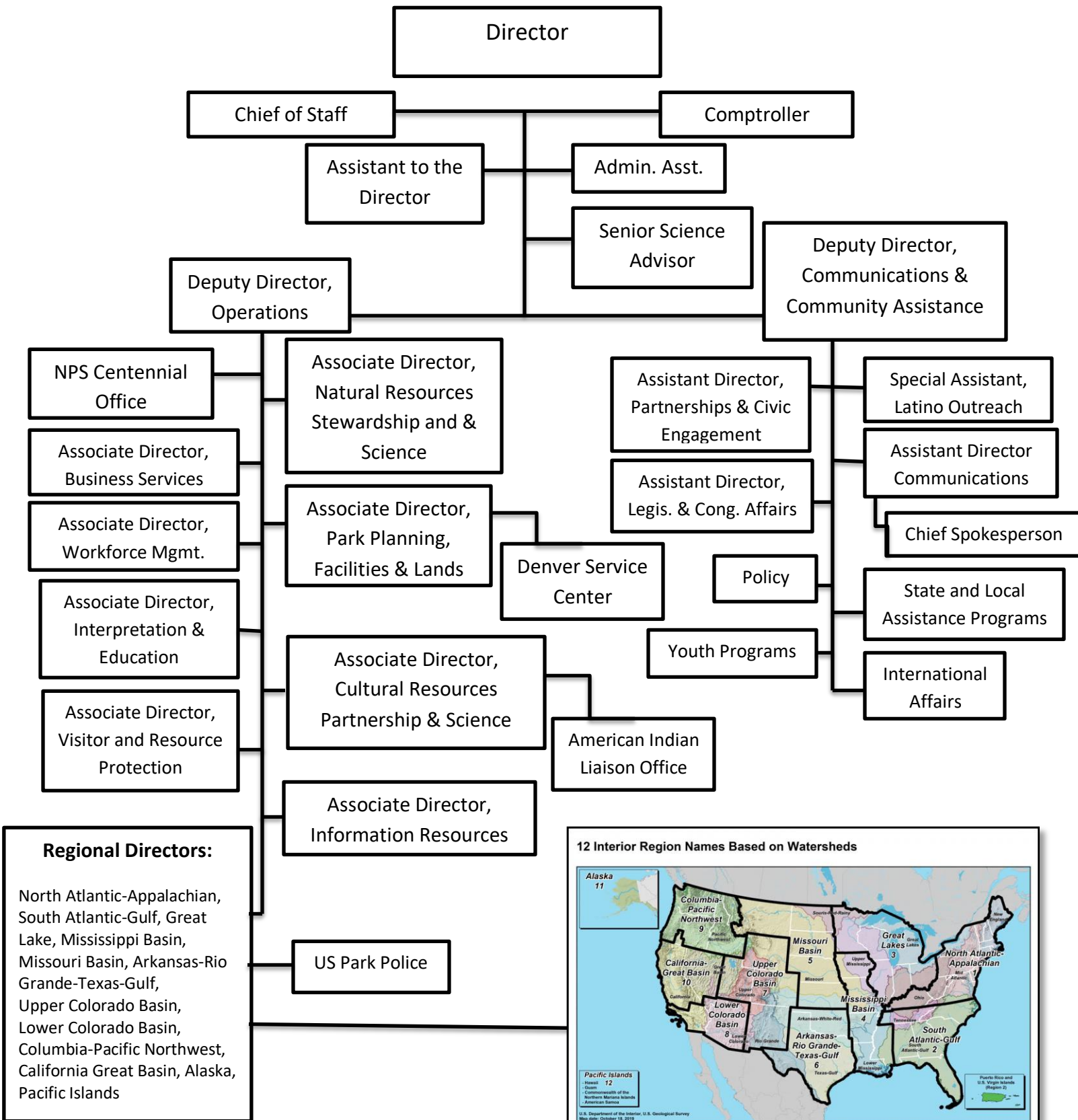
As the century ended, other areas attracted similar attention. In 1890, Congress created three national parks in California: Sequoia, General Grant, and Mesa Verde. As the number of national parks increased and arguments continued as to what exactly they should be, a campaign began to bring all parks together under the administration of one central office with one well-defined idea of park management goals. Out of this effort came the Organic Act, the legislation that created the National Park Service in 1916.

The Organic Act states, “the service thus established shall promote and regulate the use of Federal areas known as national parks, monuments and reservations...by such means and measures as conform to the fundamental purpose of said parks, monuments, and reservations, which purpose is to conserve the scenery and the natural and historic objects and wildlife therein and to provide for the enjoyment of the same in such manner as will leave them unimpaired for the enjoyment of future generations.”

The National Park System, under the Department of the Interior, consists of over 400 individual units, more than 150 related areas, and numerous programs that assist in conserving the nation’s natural and cultural heritage. The NPS manages over 430 individual units (often referred to as parks) covering more than 85 million acres of land, oceans, lakes, and reservoirs, in all 50 states, the District of Columbia, and US territories (America Samoa, Guam, Puerto Rico, Saipan, and the U.S. Virgin Islands). The agency has more than 20,000 employees (permanent, temporary, and seasonal) and more than 315,000 volunteers (2017 stat).



NPS Organization Work Structure



Kennesaw Mountain National Battlefield Park Mission Statement

The National Park Service is charged with preserving and protecting the fields, forests, and wildlife of the 2,965-acre battlefield, leaving it unimpaired for use by this and future generations. The National Park Service is also charged with educating the public about the Civil War's causes and outcomes, including the importance that slavery, emancipation, and the ongoing civil rights movement have had in forming the character of the United States.

Kennesaw Mountain National Battlefield Park Purpose

The purpose of Kennesaw Mountain National Battlefield Park is to preserve, protect, and interpret, for the benefit and inspiration of the people, the historical and natural features of this major battle site in the American Civil War's 1864 Atlanta Campaign.

Kennesaw Mountain Brief History

The Battle of Kennesaw Mountain

The war had been raging for over three years when William T. Sherman began his movement south of Chattanooga, Tennessee. In a campaign of flanking and fighting Sherman's troops moved south basically following the Western and Atlantic Railroad. By mid-June both armies were in the general vicinity of Kennesaw Mountain. Both sides had to struggle with a common enemy – rain. The rain continued for two and half weeks, causing trenches, battlefields, and roadways to grow deep with mud making life miserable for the soldiers on both sides. From June 4 through June 18 Johnston surprised Sherman by defended a line running from Lost Mountain to Brushy Mountain. A series of attacks on this line would force Johnston to draw back to the Kennesaw line on June 19. Using Kennesaw Mountain as the anchor for his line Johnston's forces prepared a strong defensive position blocking the likely avenues of approach Sherman would use to continue his advance toward Marietta and subsequently to Atlanta.

JUNE 22, 1864

Following a tactical approach that had been successful throughout the spring, the Union army moved some of its forces to the Confederates' left flank. The Confederates countered and moved one of their corps from the right to the left of their line. Acting without orders from Johnston, John Bell Hood ordered his forces to attack the Union troops at 4:00 pm. Charging across Valentine Kolb's fields the Confederates met a devastating combination of artillery and infantry fire from entrenched Union troops. This caused the Confederates to retreat and dig in. Although the attack led to costly casualties for the Confederates, it prevented the Union from advancing toward Marietta.

June 27, 1864

Sherman thought that the Confederate lines were stretched thin and planned a direct frontal assault on the center of the Confederate line for 8:00 am on June 27. The Union command planned to distract the Confederates by making feint attacks on either flank. At 8:00 am, the

battle began when three Union brigades of 5,500 men moved east on both sides of Burnt Hickory Road toward Pigeon Hill. Although slowed by marshy ground and dense thickets. They broke through the rebel outer lines. A combination of artillery and musket fire from the veteran Confederate troops holding the main line here forced the Union attackers to first seek shelter and then retreat. Two more brigades rushed Confederate trenches north of the road and were pinned down by deadly fire from Pigeon Hill and Little Kennesaw. Due to heavy losses, the Union lines withdrew to present day, Old Mountain Road. They remained there until dusk.

Confusion assembling the five brigades for the attack caused the main assault at Cheatham Hill to be delayed until closer to 9:00 am. As Union forces moved east toward Cheatham Hill, the Confederates began firing shells, case shot, and canister from pre-positioned and concealed artillery positions. Musket fire also filled the air and dead and injured men began to fall to the ground. Although some Union troops continued unsuccessfully to push forward after twenty minutes of fighting other Union forces either retreated or dug shallow trenches, close to the Confederate line. There they remained in close contact with the enemy until July 2.

On the extreme right in the predawn darkness two Union brigades crossed Olley's Creek and attacked the Confederate cavalry positioned there. In what would be called "the only advantage of the day" Union forces gained an advantage and threaten the Confederates' left flank. By midday the Union assaults at Kennesaw Mountain, Pigeon Hill, and the Dead Angle were over. This day's actions resulted in 3,000 Union casualties compared to 800 Confederate casualties.

JUNE 29, 1864

After two days of bodies lying rotting in the sun, a ceasefire was arranged to bury the dead.

1864-1865

Early in July, Sherman flanked the Kennesaw Mountain line, causing the Confederates to fall back initially to the small town of Smyrna and then to a strongly prepared position along the Chattahoochee River. After successfully flanking the Confederates out of this position Union forces reached Atlanta in late July and occupied the city on September 2, 1864. After holding the city for two months, Sherman ordered the destruction of much that remained of the city. He then began moving a portion of his troops south on what would be known as the "March to the Sea." On December 21st, Union troops captured Savannah and presented the city as a gift to President Lincoln. Sherman then began to move north into South Carolina in February 1865. By April, Confederate hopes of victory were completely lost as General Robert E. Lee surrendered the Army of Northern Virginia at Appomattox Courthouse. By June 1865, the war had finally come to an end.

The Civilian Conservation Corps at Kennesaw Mountain

During the Great Depression of the 1930s, twenty-five percent of Americans were unemployed, and twenty-two million people were homeless. With the election of Franklin D. Roosevelt, in 1932, came the “New Deal” programs which were designed to reform and improve citizens’ confidence in the economy. The Civilian Conservation Corps, known as the “CCC”, was a relief program that provided work to young men of unemployed families. The CCC employed mainly young men in conservation projects that took place in cities, states, national parks and forests, military installations, and Native American reservations. The federal government provided food, clothing, shelter, and any tools needed by the workers. The men worked a 40-hour work week and were paid \$30 a month, \$25 of which they had to send home to help their family and \$5 they would keep for themselves.

In 1938, CCC camp NP4 Company 431 was established at Kennesaw Mountain National Battlefield Park. Known as Camp T.M. Brumby, the camp consisted of 4 barracks, a mess hall, bath house, education hall, infirmary, outbuildings such as tool sheds and housed approximately 200 men. Life in the CCC was structured like the military. The day started at 6:00 am. The men would make their beds, go to the bath house to get ready for the day, and then go to the mess hall for breakfast. At 7:00 am, the men would begin work. They had lunch at noon, were finished with work at 4:00 pm, dinner was held at 5:00 pm. Once dinner was over, the men were able to take part in recreational activities or educational programs from 6:00 pm until 9:30 pm all before lights out at the 10:00 pm bed check.

Some of the projects that were constructed by the workers were the bronze and brick entrance signs that still identify the Battlefield, the trail system at the park, the drive to Cheatham Hill, as well as widening Old U.S. 41.

Kennesaw Mountain National Battlefield Park

In 1899, a Lieutenant Dowdy of the 86th Illinois Infantry purchased sixty acres at Cheatham Hill, the site of the deadliest encounter at Kennesaw Mountain. Eventually, the land was transferred to the Kennesaw Memorial Association, who received \$20,000 from the state of Illinois to construct a monument on Cheatham Hill to honor the fallen soldiers of the 86th Illinois Regiment. On June 27, 1914, the 50th anniversary of the battle, a marble monument was unveiled and dedicated to those fallen men. In 1917, the land was deeded to the United States government and nine years later, in 1926, the U.S. Congress passed a law that placed the area under the protection of the War Department.

In 1935, legislation was passed creating Kennesaw Mountain National Battlefield Park on the original sixty acres purchased by Dowdy of the 86th Illinois Infantry. Today, the Kennesaw Mountain National Battlefield Park consists of over 3,000 acres which visitors enjoy over 22 miles of trails where they can see historic earthworks, cannon emplacements, interpretive signs, and 4 monuments representing states and units which fought here.



THE ORGANIZATIONAL STRUCTURE OF KENNESAW MOUNTAIN NATIONAL BATTLEFIELD PARK

OFFICE OF THE SUPERINTENDENT

The Park Superintendent oversees all park activities and is accountable for making sure that Kennesaw Mountain National Battlefield Park is functioning properly. The Superintendent also has the responsibility for maintaining internal and external park relationships. All division heads report directly to the Park Superintendent.

DIVISION OF ADMINISTRATIVE SERVICES

The Division of Administrative Services is comprised of Finance/Budget, Human Resources, Information Technology, Procurement/Contracting and Property. This division is led by the Administrative Officer who plans, manages, supervises, directs, and evaluates the work of this division.

DIVISION OF FACILITIES MANAGEMENT

Led by the Facilities Manager, the Division of Facilities Management is responsible for the operation and maintenance of roads, trails, buildings, and utility systems. The division is also responsible for managing and maintaining the park's vehicle and equipment fleets. Engineering support, facilities inventories, energy use monitoring, and historic preservation are also Facilities Management Division responsibilities.

DIVISION OF INTERPRETATION, VISITOR SERVICES AND FEES

Interpretation connects visitors with resources. Good interpretation is a bridge leading people into new and fascinating worlds, inspiring new understanding, new insights, new enthusiasm, and new interests. At Kennesaw Mountain National Battlefield Park, the Division of Interpretation primarily involves forms of public contact—visitor orientation, fees, guided walks and talks, curriculum-based education, informal interactions along trails, dramatic presentations, cultural demonstrations, off-site talks, media relations, as well as exhibits, publications, signs, and films. Led by the park's Chief of Interpretation.

DIVISION OF PROTECTION/LAW ENFORCEMENT

The Visitor and Resource Protection Division manage the park's law enforcement, resources education and stewardship, and fire prevention. Led by the park's Chief Ranger.

PARK PARTNERS

The National Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout the United States and the world. An important avenue for achieving the National Park Service mission and interpretation within Kennesaw Mountain National Battlefield Park depends on productive partnerships between the National Park Service and Kennesaw Mountain's park partner organizations. These include:

Eastern National (EN), also known as America's National Parks

In 1947, Eastern National was founded by NPS rangers at Gettysburg National Military Park and was incorporated the following year. Eastern National is a 501(C)(3) not-for-profit "cooperating association" that supports the National Park Service and is the cooperating association for over 150 national parks, as well as the U.S. Forest Service, Army Corps of Engineers, and state and city park systems. Since its inception, Eastern National has donated over \$100 million to the National Park Service through direct donations and grants. EN rebranded their logo in 2019 to become America's National Parks.



Friends of Kennesaw Mountain National Battlefield Park

In 2019, the Friends of Kennesaw Mountain National Battlefield Park was established to raise funds to support programs and projects at Kennesaw Mountain National Battlefield Park. Such programs/projects include improving of park amenities, expanding park interpretive programs by providing support materials, funding the KMTC to improve and maintain park trails, and sponsoring student conservation Association projects. The Friends of KMNBP's long term goal is to establish endowments to provide perpetual sources of funding for the programs that make the park special for all and future generations.

Kennesaw Mountain Trail Club (KMTC)



In 2002, the Kennesaw Mountain Trail Club was established to help the park with maintenance of the hiking and equestrian trails throughout the park. The KMTC is a nonprofit organization dedicated to preserving the beauty and history of the park. In 2007, the KMTC began the Trail Ambassador program which provides volunteer-based guide services, park interpretive information, and trail patrols. In 2014, the KMTC became a subset of the Friends of Kennesaw Mountain National Battlefield Park.

VOLUNTEER PROGRAM OPERATIONS

VOLUNTEER COORDINATOR ROLES

Volunteer coordinators are park rangers who are responsible for the overall management, supervision, and direction of the volunteer program. They are responsible for recruitment, training, recognition, and communications. Other responsibilities include planning, developing, and managing the VIP Program in direct support of the National Park Service mission and identifying methods that will enhance the park's ability to attract volunteers through both outreach programs and recruitment efforts within and outside the local community. The NPS park ranger or rangers coordinate volunteer activities with a focus on youth, service learning and working with scouts.

Volunteer Supervisors

Volunteer supervisors are park rangers and will likely be the person you interact with the most. Volunteer supervisors assist volunteers with anything pertaining to their responsibilities. They are responsible for interviewing applicants, describing volunteer positions, explaining safety precautions, providing job-specific training, setting volunteers' schedules, and reporting volunteers' hours to the volunteer coordinator.

Who Is an NPS Volunteer?

Volunteers are individuals or groups of individuals who perform work for, and are under the direction of, the NPS, for which they receive no financial compensation from the NPS. Individuals, groups, and children may volunteer under a signed volunteer service agreement.

While volunteers are not NPS employees, the same workplace policies apply such as facility access, anti-harassment, and safety.



Who Can Volunteer?

Anyone can apply to become a Volunteer. Volunteer-in-Park (VIP) must be interviewed and hired by a supervisor. They must be fully capable of the following park directives and performing the job assigned.

The following circumstances are:

- Youth under the age of 18 must have written consent from their parent or guardian.
- Age limits may be set due to safety concerns.

- Restrictions may be set on certain sensitive positions for people who have criminal records.
- Employees are not allowed to perform their regular duties as a volunteer.

Types of work that a Volunteer-in-Park may do:

Volunteers can serve in all aspects of park management. All levels and types of skills may be used and almost any type of work can be performed as long as it:

- Meets identified park needs.
- Would not otherwise get done during a particular fiscal year because of funding or **personnel limitations**.
- Does not displace paid employees.
- Does not require special certification.

Children, Youth, and Family Volunteers

Like all volunteers, children, youth, and families volunteering for the NPS must have a signed volunteer service agreement that clearly and appropriately identifies and describes their duties. All duties performed by volunteers who are minors must be safe and appropriate for the age and the individual (see Safeguarding Children, Youth, and Family Volunteers). Volunteers under 18 years of age must have signed permission from their legal guardian on the volunteer service agreement that includes a full description of duties.



K-12 Education Volunteering Programs or Service-Learning Volunteers

Service-learning is the formal integration of community service into student education. Service-learning connects students with the community in partnerships that provide effective and far-reaching assistance to address local needs while meeting existing academic goals. It is important programs that engage K–12 students are designed with their health and safety in mind, not just the educational benefit. This goes beyond the parental approval currently in DO-7 to include age-appropriate activities.

Accredited Volunteer Internships

Volunteers may receive academic credit from their academic institution for their work with the NPS. Accredited volunteer internships create learner-centered opportunities for students in higher education to forge personally meaningful connections with park resources and staff and foster a deeper understanding and appreciation for the nation’s intertwined natural and cultural history found in national parks. Students may have the opportunity to earn academic credit while serving as a volunteer. Accredited volunteer internships, through an Interpretation and Education Services Agreement with a higher education institution, establish a foundational framework to guide and enhance NPS partnerships with an institution of higher learning. These internships can provide high-quality, meaningful educational and interpretive services in national parks and are encouraged.

Cooperating Association Employees

Cooperating association employees who perform work on behalf of the NPS as volunteers must function under a signed volunteer services agreement. This type of arrangement is permitted only in these circumstances:

- The NPS and an association mutually agree association employees may perform work on behalf of the NPS.
- The association employees performing such functions receive appropriate training and work under direction from the NPS.

Association employees' hours are not counted as volunteer hours if their salary costs are already reported as an aid to the NPS (NPS Form 10-40) through agreements set up between the NPS and cooperating association partners. See Director's Order #32: Cooperating Associations (DO-32) for additional information about cooperating association activities.

Partner Organizations

To be considered an NPS volunteer, individuals serving in coordination with a partner organization (including friends' groups and philanthropic partners) must perform specific volunteer duties assigned by the administering park or program. It does not matter if the person receives pay, work credit, academic credit, or other types of compensation from sources outside of the NPS. If the NPS is not paying that person for their work, they should sign a volunteer service agreement.



As with other organizations, employees (or volunteers) of park friend's groups or other organizations operating under a philanthropic partnership agreement may be interested in volunteering in support of NPS programs or projects. Work performed by employees, volunteers, or members of friends' groups and partners under the direction of and for the benefit of the NPS, as described in the volunteer service agreement, may be counted as volunteer time. This is separate from volunteer work they may do to support the philanthropic partner.

Volunteer managers and supervisors must ensure duties and hours performed by these individuals are reported separately to the appropriate organization (NPS or philanthropic partner).

Time spent serving on the board of friends' groups or philanthropic partners is not considered volunteer time. Further, fundraising, a common function of friends' groups and philanthropic partners, is a prohibited activity for NPS volunteers when on duty.

See Director's Order # 21: Philanthropic Partnerships (DO-21), Reference Manual 7, Chapter 4: Recruitment (<https://www.nps.gov/subjects/volunteer/rm7-ch4.htm>) for additional information or consult the park or region's partnership coordinator.

NPS Employees as Volunteers

An NPS employee can serve as a volunteer if the duties they perform as a volunteer are not the same types of duties for which they are paid in the same NPS unit. For example, an administrative assistant in the superintendent's office can volunteer to give an interpretive program in the park on their own time as a volunteer but cannot volunteer to do administrative work for another park manager. Employees cannot work as a volunteer in their paid position while on furlough.

The NPS prohibits allowing seasonal employees to volunteer in roles like their paid work (including collateral duties) in the same park or program once a seasonal position is terminated. Issues associated with people volunteering before or after 1039 appointments may appear to contradict the Fair Labor Standards Act (FLSA) and take advantage of an employee's willingness to work without pay. Affected individuals include those who have been offered and have accepted a 1039 position or who are eligible for rehire into a 1039 position. The recommendation does not preclude employees from volunteering in the same park or program for an entirely different position or in a different park or program for a similar position.

Individuals should never be signed up as volunteers for the purpose of attending training required for a position for which they will be paid. Additionally, they must never be signed up to volunteer for the position for which they were expecting to be paid over the same period, but for which their background investigation has not yet cleared. That individual may volunteer in a completely different position, provided the alternate position does not also require a background investigation.

Family Members of NPS Employees

Relatives of NPS employees may serve as volunteers if they are qualified and fit for duty for the position and follow proper application procedures. However, the volunteer position may not be supervised by an immediate family member, or the direct report of an immediate family member, without consulting DOI's ethics standards or an ethics counselor. If reimbursement is involved, an ethics counselor should be consulted before a volunteer service agreement is signed. A conflict of interest or impartiality issue could result if a relative or household member of an employee were to benefit financially from the program. Even the appearance of a conflict of interest is a violation of DOI's employee conduct policies and should be avoided.



Family members must never be signed up for the sole purpose of being permitted to use government equipment, such as driving or riding in government vehicles or borrowing landscape or recreational equipment.

Foreign Nationals *(see DO-7, § 5.8)*

Generally, non-US citizens may become NPS volunteers if they are not being compensated for their volunteer work. It is illegal for foreign nationals to receive any form of payment, whether

for housing, meals, or other types of compensation, including reimbursements. Legal permanent residents (informally called “green card holders”) or persons possessing a J-1 or F-1 visa are exceptions. There may be other visa types and/or programs authorized by the Department of State or Department of Homeland Security that allow for lawful work in the United States. Parks and programs should check for these exceptions and provide proof if they authorize reimbursement.

See more information about US visas on the Department of State website.

International Volunteers-In-Parks (IVIP)

The NPS Office of International Affairs manages the International Volunteers-In-Parks program (IVIP), which permits citizens from other countries to become NPS volunteers. The IVIP program differs from regular NPS volunteer programs because of legal requirements of the Department of State and United States Citizen and Immigration Services. Due to the complexity of visa and immigration policies, the NPS IVIP coordinator plays a critical role in assisting the NPS with foreign applicants. Applicants need a J-1 visa to receive any compensation from any US funding source (including housing, recognition items, etc.). The one exception is for F-1 students with training approval from their universities. Before hiring international volunteers, NPS staff should contact the IVIP coordinator, who will help determine whether individuals are eligible to legally volunteer.

For a complete information packet to begin an IVIP program, contact the international volunteer manager in the Office of International Affairs or visit the International Cooperation website.

Individuals Convicted of Minor Crimes

Individuals convicted of minor crimes who are participating in court-approved probation, work release, or alternative sentencing programs may serve as volunteers at the discretion of the superintendent/manager. Generally, a person who has been convicted of a felony, violent crime, crimes against persons, or crimes involving the use of a weapon will not be accepted in the NPS VIP Program. However, the superintendent/manager may permit that person to volunteer based on an analysis of the nature of the crime, date of conviction, evidence of rehabilitation, or other factors. It is the volunteer’s responsibility to ensure proper documentation of required hours and to keep these records for their own needs.

Who Is Not an NPS Volunteer?

Department of the Interior requirements state any person receiving taxable compensation originating from an NPS fund source may not be considered a volunteer.

Therefore, any person serving under a financial assistance agreement where the service is funded by NPS funds is not considered an NPS volunteer and should not sign the NPS volunteer service agreement. The park or program should review the terms of agreement with the organization to determine if the participant is receiving a wage, stipend, and/or living allowance (also known as direct costs). If yes, the individual is considered a service contractor whose work

is paid under the agreement. The participant's official employer of record is the partner provider; the partner is required to have liability for this type of personnel.

If the NPS funds a youth organization using a financial assistance agreement to provide wages, stipends, and/or living expenses, the youth is not an NPS volunteer. These participants must be covered for liability through the youth organization, not the NPS, as stipulated in the legal agreement between the NPS and the organization. If the agreement does not provide financial assistance (e.g., covers only materials and supplies costs and no direct member costs), participants covered by a financial agreement may be considered "recipient volunteers".

How to become a Volunteer-in-Park

Each volunteer must have:

- An identified Volunteer Supervisor
- An identified Service Description and Job Hazard Analysis
- Fulfill required criteria for position.
 - Complete on-line education portion
 - Attend required training program.
- A current **Volunteer Agreement** (Form 301A) that has been signed by his or her direct Volunteer Supervisor (for community service volunteers only) or the Volunteer Coordinator.

The Volunteer Agreement is for your protection, and it is the single most important document that you will complete as a volunteer. **It must list your job duties and safety considerations.** You may also have a detailed Position Description attached to your Volunteer Agreement that explains your job duties. Your supervisors will go over your duties in detail. You must both agree on these details. Your service activity should not go beyond the duties agreed upon in



your Volunteer Agreement. If your duties change, you should sign a new Position Description listing those duties more specifically and attach it to your Volunteer Agreement. Without this signed agreement, you will NOT be covered for any of the protections discussed in the Policy and Procedures section of the VIP handbook.

It is imperative that each VIP have a current Volunteer Agreement and be operating under written job description that contains specific information on the type of work he or she is assigned to do. This is necessary in case questions arise about whether a VIP was acting within his or her assigned responsibilities, **especially if an injury occurs.** Volunteers should have access to their position description and can ask their supervisor for a copy of it at any time. Your position description should be reviewed and updated annually to accurately reflect all aspects of the work that you are assigned to do. By signing the VIP Agreement, you acknowledge that the park may need to perform a background check to authorize you to perform your VIP duties; depending upon the type of duties you are assigned.

For more information please see, Volunteer with Us – Director’s Order 7 and Reference Manual 7: <https://www.nps.gov/subjects/volunteer/do7-rm7.htm>



Advice and Information for Park Visitors: A Reference Guide for Volunteers

Advice for All Park Visitors

Everyone who serves as a volunteer at the park performs a valuable service, to the Park Service and to the park’s visitors, by communicating this common-sense advice to all the visitors they encounter:

Obey park rules.

The park is U.S. Government property, and federal law governs its safe use and stewardship. Regulations are posted throughout the park and published on park maps and brochures. Law enforcement rangers patrol the park regularly to assist visitors and to ensure that rules are followed.

Know where you are in the park.

Tips for Pedestrians and Horseback Riders: Maps of the park are available at the Visitor Center and on the park’s website. For those traveling by horseback, maps noting the trails which permit horseback riding are available at the Visitor Center. Signs are also posted on the trails noting which trails do and do not permit horseback riding. Maps are also posted in the park.

Tips for Cyclists: Bicycles are only allowed on the paved mountain road and the multi-use trail in front of the Visitor Center, along Old Highway 41, Burnt Hickory, Dallas Hwy./Whitlock Rd., and Cheatham Hill Road. Check your bike before you set out. Bikes

must be equipped with a bell, horn, or other sound-making device to be used when approaching and passing others on the mountain road. There is a 25 MPH speed limit on the mountain road, which applies to both motor vehicles and cyclists. **Cyclists must yield right-of-way to pedestrians.**

Carry your cell phone.

Check your phone to be sure that it is charged and working properly. Add the park's Visitor Center front desk phone number (770-427-4686 x0) to your phone's dialing directory. Visitors should also be aware that there are a few areas of the park where cellular communication is unreliable, such as Kennesaw Mountain and Pigeon Hill.

Carry drinking water.

Water is available from drinking fountains in the Visitor Center, behind the Visitor Center, at the Burnt Hickory Parking Lot, the Cheatham Hill parking lot, and the southernmost point of the Kolb Farm trail.

Protect your pets.

Pets must be leashed while in the park for the protection of all visitors' pets and park wildlife. Leashes are to be no longer than 6 feet in length. Since Kennesaw Mountain is in Cobb County, the park recognizes Cobb County leash laws which require pets to be on a leash and controlled by their owners. The county does have designated dog parks. For more information on these locations please contact the visitor center.

Watch the weather.

In the case of severe weather, the National Weather Service, private forecasters, newspapers, radio, and television normally try to alert the public to potential weather dangers ahead of time. But forecasters can't issue alerts for the danger of severe thunderstorms, tornadoes, and flash floods that far ahead. Usually, the Storm Prediction Center sends out alerts the day before dangerous weather is likely. Most television weathercasters highlight these alerts on the evening news the day before threatening weather.

Other NPS Sites assessable from KEMO

Chattahoochee National Recreation Area – Atlanta, GA
Martin Luther King, Jr. National Historic Site – Atlanta, GA
Chickamauga and Chattanooga National Military Park – Fort Oglethorpe, GA
Ocmulgee National Monument – Macon, GA
Andersonville National Historic Site – Andersonville, GA
Jimmy Carter National Historic Site – Plains, GA
Fort Pulaski National Monument – Savannah, GA
Fort Frederica National Monument – St. Simons Island, GA
Cumberland Island National Seashore – St. Marys, GA
Trail of Tears and Appalachian Trail

Road Closure Information

Occasionally, the Kennesaw Mountain Road is closed due to various reasons: fog, severe weather, rock fall, downed trees, emergencies, as well as weekend and major holidays (including the day after Thanksgiving). For road closure information, please call the visitor center at 770-427-4686.

Kennesaw Mountain Shuttle

On weekends and holidays, the mountain road is closed to private vehicles. A shuttle service is offered for visitors to the top parking lot of Kennesaw Mountain on weekends and major holidays (Memorial Day, Independence Day, Labor Day, and the day after Thanksgiving). The entrance fee to the park includes shuttle service to the top of the mountain if visitors choose to use it.

The shuttle runs every thirty (30) minutes on the hour and half hour beginning at 10:00 am through 5:00 pm (the first shuttle run takes place at 9:40 am; however, 30-minute service begins at 10:00 am). The shuttle service is also suspended at 12:30 pm for the shuttle driver to observe lunch.

Park Contact Information

The mailing address for the park is:

Kennesaw Mountain National Battlefield Park
(c/o specific park employee/park ranger, volunteer, Kennesaw Mountain Trail Club, etc.)
900 Kennesaw Mountain Dr.
Kennesaw, GA 30152

Visitor Center Telephone: 770-427-4686 x0

The website information for the park is: www.nps.gov/kemo

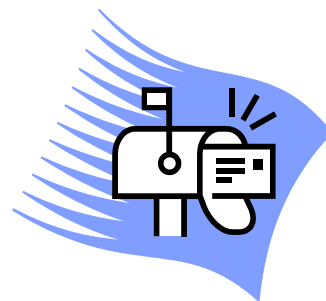
The Facebook information for the park is: <https://www.facebook.com/KMNBPF>

Cell Phone Coverage

Cell phone coverage at Kennesaw Mountain can be spotty. Cell coverage depends on your phone, the cloud cover and other seemingly mysterious factors and cannot always be counted on.

ATM

There is no ATM on the park property. The closest ATM to the park visitor center is located at the Publix grocery store located at the intersection of Old Highway 41 and Barrett Parkway.



Recycling Stations

Plastic, certain metal products, glass and aluminum may be deposited in the bright green containers and brown metal trash/recycling receptacles, which are located throughout the park, in offices and in the housing areas. Paper, plastic, and aluminum can be placed in blue plastic recycle bin in the office buildings. Please call the maintenance department for any removal of cardboard boxes.

Volunteer Training Programs: For All Volunteers Regardless of Position

Interpretive Programs

All volunteers are invited to all interpretive programs provided at the park. The interpretive programs will improve and enhance your knowledge of the park, Civil War history, local history, and a wide variety of other topics. Please attend as many programs as you can—not just the ones that interest you the most. Please contact the visitor center or park website for upcoming



programs dates and times. Cost: Free

Indiana University Expand: Eppley Center for Park & Public Lands - Learning Online Training

All volunteers are required to take “Causes of the Civil War”. Volunteers are encouraged to take additional FREE courses through the Indiana University Expand Learning. You will get instant access to online courses and onsite programs designed for those in the parks, recreation, and tourism professions. This free e-course initiative offers you the opportunity to pursue continuing education through the convenience and flexibility of the Internet. You might want to

consider taking one of the four different “The History of the National Park Service” courses, which can offer you a better understanding and appreciation of the National Park Service.

The Eppley Center for Park and Public Lands is Indiana University’s unique outreach program for the park, recreation, and public land management professions. The institute works to enhance the quality of natural, cultural, and recreational experiences for all people. To access the training courses, go to <https://expand.iu.edu/browse/iidc/eppley>. To make sure you will be recognized for your work, please print the certificate at the end of your training and give a copy to your volunteer supervisor.

A sampling of Indiana University’s Portal to Professional Education course offerings:

The History of the NPS – Course 1: The Early History

This is the first course in the History of the National Park Service series, which takes you on a journey through time from the first federal land set aside for preservation to the newest sites in the NPS System. **Cost: Free.**

The History of the NPS – Course 2: The New Significance of the NPS

This is the second course in the History of the National Park Service series, which takes you on a journey through time from the first federal land set aside for preservation to the newest sites in the NPS System. **Cost: Free.**

The History of the NPS – Course 3: Mid-Century Preservation and the Rise of the Automobile

This is the third course in the History of the National Park Service series, which takes you on a journey through time from the first federal land set aside for preservation to the newest sites in the NPS System. **Cost: Free.**

The History of the NPS – Course 4: The Environmental Era and the Future of the NPS

This is the fourth course in the History of the National Park Service series, which takes you on a journey through time from the first federal land set aside for preservation to the newest sites in the NPS System. **Cost: Free.**

Required Indiana University Expand Learning course offerings:



Causes of the Civil War

As a Civil War site, it is important to present the public with an accurate presentation of the war’s causes. This course focuses on both social and political concerns that centered on the topic of slavery during the 1840s through the 1860s. This course also provides primary and secondary sources as well as interpretive tips that will assist any volunteer in creating a public program. This is a

requirement at Kennesaw Mountain NBP. **Cost: Free.**

For Volunteers Using Government Property

Defensive Driving Course

Volunteers must earn a certificate for passing the defensive driving course. The course should be taken within the first 30 days of driving a government vehicle, but this is open to exception since the course may not be offered that frequently. Validity period: three (3) years. Contact your supervisor for the next course offering. **Cost: Free.**

For Volunteers Needing First Aid/CPR Training

Certain volunteer positions are required to have first aid or CPR training. These include performing volunteer duties where no staff member is present and/or when the volunteer oversees other volunteers. Please ask your supervisor if you are unsure whether you need first aid training.

Basic CPR

The Basic CPR course teaches volunteers to overcome any reluctance to act in emergency situations and to recognize and care for life-threatening respiratory or cardiac emergencies. The training may also include the use of an automated external defibrillator. Validity period: two (2) years. Contact your supervisor for the next course offering. **Cost: Free.**

First Aid

First aid training teaches initial care for illness or injury in an emergency until definitive medical assessment can be obtained. Generally, first aid training consists of a series of simple and, in some cases, potentially life-saving techniques that an individual can be trained to perform with minimal equipment. Validity period: two (2) years. Contact your supervisor for the next course offering. **Cost: Free.**

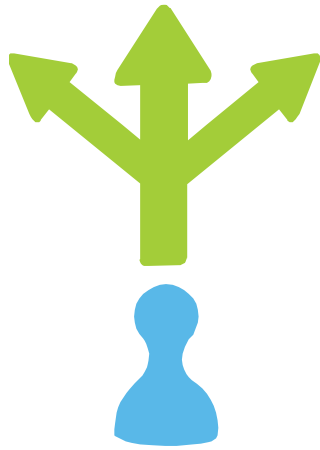
Interacting with Visitors

It is important that we provide customer service in our interactions with visitors. We want to make sure that visitors feel welcome and comfortable asking questions and interacting with volunteers. Besides having an extensive knowledge of the park, it is important for you as a volunteer to have adequate knowledge of how to relate this information to visitors.

Interpretive informal visitor contacts provide opportunities for the visitor to form emotional and intellectual connections to our site, increasing their enjoyment and encouraging the preservation of resources.



FAQs about Visitor Contact



What is an informal visitor contact?

Informal visitor contact is defined as a highly personalized encounter between a visitor and a volunteer during which the progression is based on the visitor's needs and responses. The volunteer must be able to evaluate, respond, and adjust to the visitor's needs during these spontaneously initiated interactions.

Why are informal visitor contacts so important?

This may be the visitor's only opportunity to interact with a park representative. The "visitor-centered" approach communicates respect and helps build a park constituency. Well-crafted, responsive interactions offer visitors just what they need, just when they need it.

What types of informal visitor contacts are there?

The types of informal visitor contacts form an interpretive continuum.

- Orientation: for the visitor about the visit.
- Information: for the visitor about the resource.
- Interpretation: for the benefit of the visitor for the benefit of the resource.

How do informal visitor contacts help fulfill the NPS mission?

Orientation provides for the safety and security of park visitors and park resources. Information enhances visitor enjoyment by increasing understanding of the park resources and policies.

Tips on Making Contact with Visitors

It is easier to wait for a visitor to ask you a question. However, they may not know enough about the park to ask one. Try to anticipate their needs and offer information.

Some icebreakers or greeting sentences are:

- "Have you been here before? I would be happy to give you a map of the park and suggestions about what to do."
- "Are you planning a hike today? I'd be happy to suggest some trails."
- "Are you aware this is a national park? If you're interested in knowing more, I can answer questions or direct you to our nearest visitor center."
- "Some of my favorite places in the park are ..."



Ten Basic Visitor Service Guidelines

1. Act professionally. Be courteous and helpful. Remain patient with visitors. Be neutral with your opinions.
2. Safety takes precedence. Do your best to be proactive in this area. It is important that all volunteers know how to respond in an emergency.
3. Take the time to listen and answer visitor questions or requests, no matter how busy you are.
4. Approach visitors and ask questions. Try to provide them with the resources they need to answer their questions or meet their needs. If you are not sure about the answer, seek it out.
5. Give special attention to children who could be visiting with their family or school group. A lifelong interest in our national parks can start when a person is very young. Children having a great experience, along with positive interaction with staff and volunteers, may become the next generation of park stewards!
6. Volunteers who work with children are required to have a background check, and no volunteer should ever be alone with a child.
7. When a visitor has a comment or complaint, listen with empathy to show that you take the visitor's opinion seriously. Use statements that reflect what is being said to show that you are listening. Treat everyone with respect.
8. Avoid arguing. It is unlikely that people will be receptive of your argument, no matter how great an orator you may be. People will be more open to listening after they calm down and feel like they have been heard.
9. Refer difficult comments and complaints to a staff member. Whenever a visitor makes you uncomfortable, immediately find a staff member to take over.
10. Volunteers are not permitted to enforce regulations. Your role as a volunteer is to educate visitors about regulations before they are broken and to report violations. If you see a minor violation such as littering, you may remind or educate visitors on the rules. However, if they do not seem receptive, disengage and back away. Use good judgment and do not provoke conflict. Let law enforcement handle major violations.

Resources for Volunteers

Useful Websites

National Park Service: www.nps.gov

Kennesaw Mountain National Battlefield Park (KEMO): www.nps.gov/kemo

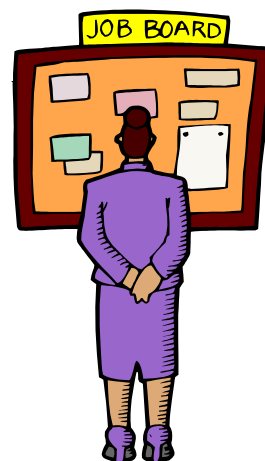
Frequently Asked Questions: <http://www.nps.gov/kemo/faqs.htm>

History and Culture: <http://www.nps.gov/kemo/historyculture/index.htm>

News Releases: <http://www.nps.gov/kemo/parknews/index.htm>

Management: <http://www.nps.gov/kemo/parkmgmt/index.htm>

Plan Your Visit: <http://www.nps.gov/kemo/planyourvisit/index.htm>.



The Friends of Kennesaw Mountain/Kennesaw Mountain Trail Club:

<https://friendsofkmnbp.org/>

Volunteer Opportunities: www.volunteer.gov/gov Keyword is “Kennesaw Mountain”

Georgia State Parks and Historic Sites: <http://www.gastateparks.org/>

Cobb County Parks, Recreation, Cultural Affairs Department: <http://prca.cobbcountyga.gov/>

Eastern National: www.easternnational.org

Indiana University Expand Online Training: <https://expand.iu.edu/>

Student Conservation Association (SCA): www.thesca.org

Greening Youth Foundation: <http://www.gyfoundation.org/>

Suggested Reading

Site Bulletins

These one- to two-page documents are a great introduction to different natural and cultural topics at Kennesaw Mountain National Battlefield Park. All current copies of site bulletins are located at Visitor Center and online at <http://www.nps.gov/kemo/historyculture/collections.htm>.

Books

The park library is available to support your study of Kennesaw Mountain National Battlefield Park. The books on this list will provide you with a starting point, and additional books will be available to deepen your study.

Kelly, Dennis. *Kennesaw Mountain and the Atlanta Campaign*. Marietta, GA: Kennesaw Mountain Historical Association, Inc., 1990.

Capps, Michael A. *Kennesaw Mountain National Battlefield Park: An Administrative History*. National Park Service: Southeast Region Cultural Resources Planning Division, 1994.

Blythe, Robert W., Maureen A. Carroll, and Steven H. Moffson. *Kennesaw Mountain National Battlefield Park: Historic Resource Study*. National Park Service, Department of the Interior: Southeast regional Office Cultural Resources Planning Division, 1995.

Baumgartener, Richard A. and Larry M. Strayer. *Kennesaw Mountain June 1864: Bitter Standoff at the Gibraltar of Georgia*. Huntington, West Virginia: Blue Acorn Press, 1998.

Office of Army Reserve History Headquarters. *Atlanta Campaign Staff Ride Briefing Book*. Fort McPherson, Georgia: United States Army Reserve Command, 2008.

Trail Names and Locations

Environmental Trail - off the Visitor center Picnic area

Kennesaw Mountain Trail – Visitor Center over Mountain top to Kennesaw Mountain Dr.

Little Kennesaw Mountain Trail – off of Kennesaw Mountain Dr. to Little Kennesaw Mountain

to Camp Brumby Trail, connects north of Pigeon Hill

French's Rock – south of Little Kennesaw Mountain

Pigeon Hill Trail – Little Kennesaw Mountain trail to the Burnt Hickory Rd./Old Mountain Intersection

Pigeon Hill Cut-off – Pigeon Hill Trail to Camp Brumby Trail, south of Pigeon Hill

Visitor Center Cut-off – behind the Visitor Center to Camp Brumby Cut-off

Camp Brumby Cut-off – Kennesaw Mountain Trail to camp Brumby Trail

Link – Camp Brumby Trail to Kennesaw Ave.

Camp Brumby Loop – Circles the Camp Brumby ruins.

Camp Brumby Trail – Camp Brumby Cut-off to Burnt Hickory Rd.; formally the East/Base trail.

Noses Creek Trail – Burnt Hickory Rd., Parking Lot south to the Noses Creek Bridge

New Salem Church Trail – South of Burnt Hickory Rd. to Noses Creek Trail

Hardage Mill Trail – Noses Creek Trail, north of intersection with New Salem Church Trail to Whitlock Ave.

Noses Creek Service Road – Southeast of the Noses Creek Bridge

Cease Fire Trail – Whitlock Ave. at Cheatham Hill Dr. entrance to Kolb's Farm Connector

Old John Ward Road Trail – Dallas Highway south to Cheatham Hill Rd. Parking Lot

Old John Ward Connector – Cease Fire Trail to Old John Ward Trail

Monument Trail – Cheatham Hill Parking Lot to the Illinois Monument

Unknown Soldier Trail – behind the Illinois Monument to Kolb's farm Connector

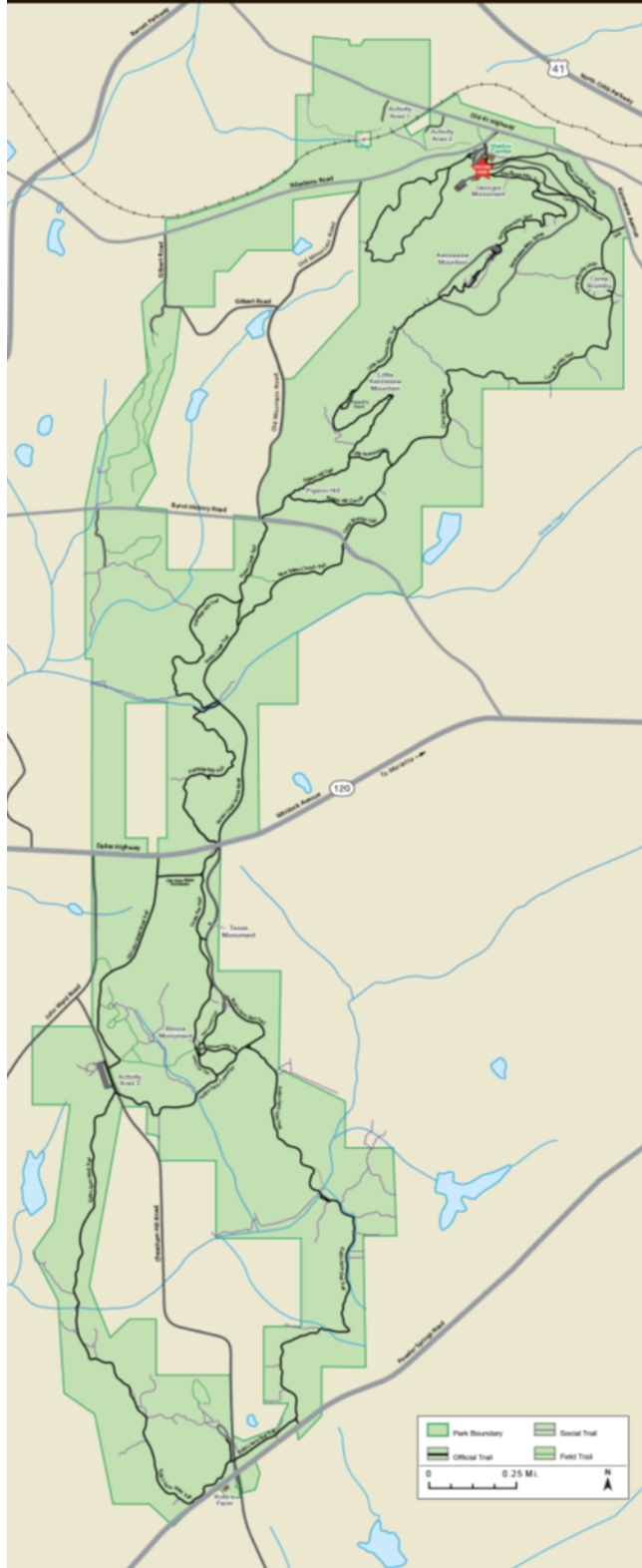
Kolb's Farm East Trail – Cheatham Hill Rd./Powder Springs Rd. Intersection to Cheatham Hill Parking Lot

Kolb's Farm Connector – Cheatham Hill Rd. Parking Lot to the Kolb's Farm East Trail; crossing Activity Field #3

Kolb's Farm West Trail – Cheatham Hill Rd. Parking Lot to Cheatham Hill Rd./Powder Springs Rd. Intersection

Kennesaw Mountain National Battlefield Park

National Park Service | U.S. Department of the Interior



Kennesaw Mountain Road

If walking or biking on the roadway, please obey directional and regulatory signs.

Regulations

*In case of emergencies, dial 911.
Please obey park hours as posted.
Report any trail issues or other problems to
Park Rangers at (770) 427-4686.*



Keep all pets on leash.
Pick up after your pets.



Picnicking allowed only
in specified areas



No motorized vehicles.



No Bicycles except on
Kennesaw Mountain Road.



No camping or campfires.



No hunting.



No smoking on trails.



No alcoholic beverages.



No digging, collecting, or
removing artifacts and plants.



Take out all trash.

CAUTION

*Think Safety! Know your location
(Trail Section/Mile Marker Etc).*



Please secure all valuables.



Be aware of weather
and trail conditions



Carry plenty of water.