



BISCAYNE NATIONAL PARK
Volunteers In Parks
9700 SW 328th Street
Homestead, FL 33030
(305)230-1144

Maintenance Administrative VIP

How many people required: 1-2 people

Goals of this position: Assist with organization and maintenance of required safety documentation

How many days per week: 1-2

Duration of position: year-round/seasonal we ask for a commitment of at least 80hours spread out, at least one day a week and a minimum of 4 hours a day.

Location of Volunteer Position: Maintenance, Biscayne National Park 9700 SW 328th Street, Homestead, FL 33030

Tasks required:

- Assist with the transition of Material Safety Data Sheet to Safety Data Sheets
- Assist with creation on Job Hazard Analysis binders
- Assist with other general Maintenance filing and organizational tasks

Characteristics of Maintenance Administrative VIP

- Responsible and professional
- Follows directions, but can independently perform tasks once oriented
- Punctual and dependable
- Good organizational skills
- Works well in a team atmosphere
- Previous experience with Material Safety Data Sheets a plus
- Already possess a Department of the Interior 'Smart Card' or able to obtain one to include passing a background check.

Paperwork Needed:

- Application (OF301) www.nps.gov/getinvolved/volunteer.htm
- Agreement, with parental approval if under 18yrs (OF301a)
- Job description (this page will suffice for PD)
- JHA (if needed)

Ranger Contact/Supervisor Information: josh_glashauckas@nps.gov (786)335-3651

Required Training: Biscayne National Park orientation session, on the job training

Other Items to Note: 18yrs+, no reimbursements available

