

LILLY CENTER VOLUNTEER HANDBOOK



LILLY CENTER FOR
**LAKES
& STREAMS**



Table of Contents

3	Lilly Center for Lakes & Streams Mission + Staff Directory
4-6	Programs and Campaigns
6-10	Roles and Responsibilities
0-11	Volunteer Policies, Conduct and Behavior

Contact

Caitlin Yoder
Lilly Center for Lakes & Streams
200 Seminary Drive
Winona Lake, IN 46590
574-372-5100 ext. 6453
yodercs@grace.edu
lakes.grace.edu/get-involved

Lilly Center for Lakes & Streams Mission

The Lilly Center for Lakes & Streams conducts research, provides resources, engages and educates residents, and collaborates with local organizations to make the freshwater lakes and streams of Kosciusko County clean, healthy, safe, and beautiful.

We are a team of lake-science and outdoor-education enthusiasts, and we consistently craft standard-exceeding, data-rooted content for those in kindergarten through retirement. Unerringly on mission to protect lakes and streams, we collaborate with many businesses, lake associations and individuals to develop timeless resources. Our partners allow us to connect with a broader audience and unleash innovative solutions throughout the county.

Due to the Lilly Center's diligent, strategic work, the lakes and streams in Kosciusko County are some of the best-studied in the state of Indiana. We have a storehouse of valuable data that shows patterns and trends in the health of our lakes, which in turn reveal specific action steps. The center also contributes science-based curricula to several local schools. Planned activities and in-house field trips give students and teachers a memorable, tangible way to positively impact creation. Through the Lakes Festival and other community-wide events, we also connect with families and individuals from every corner of the county. The Lilly Center serves, inspires and educates, and creates generational pathways to leadership and creation stewardship.

Staff Directory

Dr. Nathan Bosch	Director	boschns@grace.edu	574-372-5100 ext. 6447
Alex Hall	Associate Director	hallja@grace.edu	574-372-5100 ext. 6454
Abby Phinney	Public Relations Specialist	phinneae@grace.edu	574-372-5100 ext. 6446
Adrienne Funderburg	Research Program Specialist	fundera@grace.edu	574-372-5100 ext. 6449
Amy Bloemendaal	Development Assistant	bloemea@grace.edu	574-372-5100 ext. 6445
Caitlin Yoder	Education Coordinator	yodercs@grace.edu	574-372-5100 ext. 6453
Dugan Julian	Events Coordinator	julianda@grace.edu	574-372-5100 ext. 6452
Sarah Baier	Education Program Specialist	baiersr@grace.edu	574-372-5100 ext. 6455

Programs and Campaigns

Research

Lakes and streams are wonderfully complex ecosystems. That means that there are a lot of questions to be asked - and answered - about them. Our research program educates with relevant science; recognizes trends in water quality; and equips our county to care for our beautiful water resources with practices backed by locally sourced data. The research program is lead by the research program specialist.

- 1. Lakes Sampling:** Lakes sampling occurs on a weekly basis throughout the summer on Kosciusko County's 12 all-sport lakes as well as Center and Pike. Our undergraduate research team boards a volunteer boat captain's watercraft, navigates to the lake's deepest point, and takes water samples and quality measurements from the lake bottom to the surface.
- 2. Stream Sampling:** Streams feed and drain lakes, so monitoring these inflows and outflows is key for understanding our larger bodies of water. The research team measures nutrients and water quality biweekly in 12 streams around Winona, Wawasee/Syracuse, and the Tippecanoe chain. They also maintain a continuous stream sensor network around these locations, which measure and transmit water flow data every hour.
- 3. Cyanobacteria & Microcystin Monitoring:** Cyanobacteria and their toxins are a key issue for human health and lake quality, and the Lilly Center is actively monitoring cyanobacteria and algae populations and microcystin toxins as a part of the lakes sampling program. Cyanos and algae are identified counted on permanent microscope slides, and microcystin analysis is performed using in-house testing equipment.
- 4. Standalone Research Projects:** The research team also executes a variety of other short-term projects related to these topics and lake best management practices.

K-12 Programs

The Lilly Center is passionate about teaching the next generation. We help students stay curious by teaching them to fish, identify their watershed, understand aquatic critter lifecycles and more. Our K-12 programs preserve the lakes by inspiring students... they are the future of our community! These programs are led by the education coordinator and the education program specialist.

- 1. Aquatic Petting Zoo:** Each school year, through the aquatic petting zoo, the Lilly Center takes native lake and stream species to kindergarten students across Kosciusko County. Students learn about, interact with, touch and observe species like catfish, painted turtles, crayfish and frogs.
- 2. Classroom Lake Experience:** This program is one of the Lilly Center's most well-loved K-12 programs! It enhances a classroom's existing schedule by giving students a visual for local lake ecosystems. The aquariums usually hold five to eight native fish, a combination of red ear sunfish, smallmouth bass, gold shiners, perch and channel catfish. Throughout the school year, students observe the habitats of the fish and learn about related topics. Since the fish are the

ones found in lakes throughout Kosciusko County, students are also gaining first-hand knowledge about what local fish like to eat and how they prefer to live.

3. **Lake Adventure Day:** At the Lilly Center's annual Lake Adventure Days field trip, fourth-grade students from across Kosciusko County get to experience local lakes up-close, many for the first time! Students get to do the following activities:
 - a. Learn to fish
 - b. Conduct water testing
 - c. Build a watershed
 - d. Compete in a water conservation exercise
 - e. Create an art project related to lakes and streams
4. **Lakes & Streams Art Contest:** Each year, the Lakes & Streams Art Contest invites fourth-through-12th-grade students from all school districts in Kosciusko County to submit their creative depiction of our local waterways. Artists with winning entries receive cash prizes and the privilege of having their artwork on display in the community and featured in a calendar.
5. **Field Trips:** The Lilly Center offers in-house field trips for kindergarten-through-third grade at the Dr. Dane A. Miller Science complex on Grace College's campus. All field trips are hands-on and experiential, as well as age appropriate. The stations are crafted to meet Indiana DOE and Next Generation Science Standards.

Outreach

The Lilly Center wants to provide a space for community members, young and old, to experience and learn more about lakes and streams. We want to produce a calendar of events that gather people around these wonderful resources and inspire them to take care of local waterways. These programs are run by the education coordinator and events coordinator.

1. **The Northern Indiana Lakes Festival:** This event uses education and collaboration to celebrate the lakes and inspire a vision for their future. Like its parent organization, the Lilly Center for Lakes & Streams, the Lakes Festival focuses on developing a community of individuals who desire to protect the lakes and streams in Kosciusko County. This is accomplished by offering education, recreation, and participation at and around one of our lakes! The festival also creates an ideal opportunity for an annual family tradition!
2. **Lilly Center Expeditions:** These are experiential learning activities designed to bring attendees to (typically) outdoor settings throughout the county in order to develop a sense of ownership and respect for these areas through recreational and educational interaction. These can include: interpretive hikes, bird watching/identification, macroinvertebrate surveying, and more.
3. **Waterway Clean-up Events:** Clean-ups are conducted between spring and autumn to allow the community to invest time and energy into actively participating in the mission of the Lilly Center. Clean-ups strive to improve the health and appearance of our county's water bodies.
4. **Workshops:** The Lilly Center provides educational workshops for youth, adults and businesses throughout the year. Topics can include lake ecology, natives/invasives, aquatic vertebrates/invertebrates, business best practices, watershed management, etc.

5. **Family Movie Night:** A community building experience where you can bring the family out to watch an eco-conscious movie (The Lorax, Wall-E, ect.) and enjoy some popcorn and snacks on the Lilly Center.
6. **Book Club:** A Lilly Center sponsored book club where community members can read and discuss an ecological themed book in person and digitally through online seminars. This event would then culminate in a table top discussion with local experts.
7. **Stormwater Art Contest:** Many people do not know that most of our storm drains are connected directly to a local waterway. This project highlights this connection by featuring local artists chalk work on storm drains downtown. Community members would be able to join in on the connecting sidewalks by adding their own art!

Roles and Responsibilities

Ambassador - Field Trips

Description: Greet visitors as they enter the building and introduce them to the Lilly Center. Assist with orienting teachers to the building and field trip format. Float between stations and assist as needed. Administer pre and post tests as well as keep time between activities.

Training Required: Yes

Point of Contact: Education Program Specialist

Set-up/Tear-down:

Description: Assist with setting up tables, chairs, supplies, etc. for Lilly Center Events. Must be able to lift 50 lbs or more.

Training Required: No

Point of Contact: Events Coordinator/Education Coordinator

Station/Activity Leader:

Description: Lead lessons during Lilly Center Events to groups between 10-25 attendees. Topics will cover a wide range of lake and stream ecology concepts.

Training Required: Yes

Point of Contact: Education Program Specialist

Fishing Assistant:

Description: Assist with stringing fishing poles, baiting hooks and handling fish during Lilly Center fishing events.

Training Required: Yes

Point of Contact: Education Coordinator

Aquarium Maintenance:

Description: The aquarium team maintains over 30 aquariums in local classrooms and community centers. In this role, you will help maintain the community aquariums by doing monthly cleanings and taking notes on fish health.

Training Required: Yes

Point of Contact: Education Coordinator

Interpretive Expedition Leader:

Description: Select location(s) in the county to guide and educate groups of attendees about the ecosystem(s), its importance to us, and/or specific aspects of the ecosystem (i.e. native birds, plants, unique geographic features, etc.).

Training Required: Yes, if not already experienced.

Point of Contact: Education Coordinator

Workshop Leader:

Description: Are you an expert in some environmental topic? Do you know of an activity that could engage the community in lakes and streams learning? Present this activity to groups of attendees as part of a Lilly Center workshop.

Training Required: Approval of topic and activity will be required.

Point of Contact: Education Coordinator

Lilly Center Booth Representative:

Description: Represent the Lilly Center booth at events. Explain handouts and activities to event attendees.

Training Required: Yes; day of event.

Point of Contact: Education Coordinator

Northern Indiana Lakes Festival Educational Activities:

Description: Lead educational activities at the Northern Indiana Lakes Festival. Help the attendees understand lakes and streams ecology concepts.

Training Required: Yes; day of event.

Point of Contact: Education Coordinator

Northern Indiana Lakes Festival Art Around the Lakes:

Description: Oversee children's art activities at the Northern Indiana Lakes Festival.

Training Required: No

Point of Contact: Events Coordinator

Northern Indiana Lakes Festival Kids Activities:

Description: Monitor various kids' activities (including inflatables, human hamster balls, and the Aquaglide) and/or ensure participants have a signed waiver (completed at booth near each activity and indicated by a colored bracelet on the child.)

Training Required: No

Point of Contact: Events Coordinator

Ecotour Guide:

Description: Responsible for discussing points of interest during tour and leading a few simple water tests, educating attendees on lake ecology.

Training Required: Yes

Point of Contact: Education Coordinator

River Clean-ups:

Description: Assist with the removal of debris and litter from local waterways. To remove actual debris, you must be able to lift 30+ lbs, stand, walk and climb (all on land and in water). Otherwise, you will be assigned to smaller sections.

Training Required: No

Point of Contact: Events Coordinator

Nature Trail and Outdoor Classroom: *(Coming soon!)*

Description: Plans are in the works to upgrade the trails, the pier and the outdoor classroom behind the Science Complex to accommodate outdoor education experiences for K-12 students and other audiences. Volunteers will be utilized for trail and classroom maintenance as well as facilitating group field trips.

Training Required: Yes

Point of Contact: Education Program Specialist

Native Landscaping:

Description: As the native landscaping around the Science Center continues to mature, volunteers with experience in gardening, may be utilized for weed removal, pruning and mulching. This space requires extra care in the early spring and late fall.

Training Required: Yes

Point of Contact: Education Program Specialist

Invasive Plant and Forest Woodlot Maintenance: *(Coming soon!)*

Description: We will be pursuing grant funding in 2020 for woodlot management and invasive plant identification and removal. If/when those programs are implemented (probably late 2020 or early 2021) volunteers could be utilized to carry out the plans specified by the grant. This could include planting trees, removing invasives, continual monitoring for invasives.

Training Required: Yes

Point of Contact: Education Coordinator

Boat Captain:

Description: Boat captains use their own watercraft to bring research team members and equipment out to lake sampling location(s). Research team executes the sampling and will help the boat captain navigate to the right spot. Sampling still occurs in the rain but may be postponed or called off by *either the captain* or the research team leader in dangerous weather conditions such as lightning.

Training Required: No

Point of Contact: Research Program Specialist

Algae Bloom Reporting:

Description: The research team samples lakes weekly through the summer, but algae and cyanobacteria don't stick to that schedule. Lake residents can be our "eyes in the field" by initially documenting blooms they see on the county's 14 major lakes and sending that information to the Lilly Center so we can investigate further.

Training Required: Yes

Point of Contact: Research Program Specialist

Mailings:

Description: Mailing work includes stamping, stuffing and sealing Lilly Center deliverables, including donor update letters and print newsletters. Prep for mailings happens monthly. (We send roughly 3500 envelopes each year.) Good handwriting is required!

Training Required: Yes

Point of Contact: Public Relations Specialist

Event Food Support:

Description: A big part of building a community is the sharing of a cup of coffee or meal. Help provide this experience to Lilly Center workshops, hikes, clean-up events, and more.

Training Required: No

Point of Contact: Education Coordinator

Volunteer Policies

- 1. Volunteer Assignments At-Will:** All volunteer assignments with the Lilly Center are at-will, which means that you have the right to terminate your volunteer assignment at any time, for any or no reason. At the same time, the Lilly Center reserves the right to discharge any volunteer at any time, for any reason not prohibited by law. Nothing in this Handbook creates, or should be construed to create a contract or promise of assignment for any particular period or a contract for benefits. The Lilly Center reserves the right to add, change and/or delete policies, practices, and/or benefits at any time with or without notice.
- 2. Open Door Policy:** We want to maintain a positive and pleasant environment for all of our volunteers. To help us meet this goal, the Lilly Center has an open door policy, by which volunteers are encouraged to report volunteer assignment related concerns. If something about your assignment is bothering you, or if you have a question, concern, idea, or problem related to your volunteer tasks, please discuss it with your immediate supervisor and/or the Volunteer Coordinator as soon as possible. We encourage you to come forward and make your concerns known to Lilly Center management team. We cannot solve the problem if we do not know about it.
- 3. References and Criminal Background Checks:** Grace College will conduct a criminal background check on each new volunteer that is assigned to work with students or participants. References are contacted to verify the volunteer's education records, employment history and level of appropriateness for the volunteer assignment.
- 4. Training and Orientation:** All new volunteers of the Lilly Center and will participate in Lilly Center training and orientation. Volunteers who have not or will not satisfy the requirements of the orientation period will not be retained. The duration of training and orientation will vary depending on the volunteer assignment.
- 5. Volunteer Attire:** Attire will vary according to the activity. Typically, weather appropriate business casual or casual will be sufficient attire. Outdoor activities and activities involving manual labor may require attire specifically suited for the task (i.e. gloves, boots, etc.) Some events have specific attire (such as Lakes Festival t-shirts) that volunteers will be required to wear.

- 6. Volunteer Conduct:** While performing duties associated with the Lilly Center, all volunteers are representatives of both the Lilly Center and Grace College & Seminary. Accordingly, volunteer conduct and behavior must be reflective of the values and standards held by both the Lilly Center and Grace College & Seminary. Specific examples include, but are not limited to:

 - a. No use of tobacco, e-vapors, alcohol, or any controlled substance while performing duties
 - b. No use of vulgarity, profanity, or inappropriate language
 - c. Clean and professional clothing will be worn at all times
- 7. Use of Lilly Center Equipment:** Volunteers of the Lilly Center will frequently need to utilize equipment and supplies owned by the Lilly Center or the college. Volunteers should use these materials as directed by the Lilly Center staff. If a volunteer notices any misused or damaged materials, they should report that to the appropriate staff member.
- 8. Sexual Harassment and Misconduct:** Harassment based on protected characteristics, and physical and sexual offenses, assault, stalking, and battery violate federal and state laws as well as policies of Grace College & Seminary, and will not be tolerated. All volunteers are asked to report to the program/event manager any conduct by or against any student, employee, volunteer, or third party that violates this policy. The full policy can be viewed at: www.grace.edu/about-us/student-right-know/.
- 9. Grace College Policy on Minors:** Grace College and Seminary recognizes a fundamental obligation to protect minors in its care and to provide them with safe experiences. All Grace College and Seminary employees, students, volunteers, and vendors, therefore, are expected to take reasonable precautions to protect minors in programs and activities occurring at any of Grace's locations and to use prompt and effective responses to ensure their safety. Protection of minors will be part of volunteer orientation and the full policy is available upon request from the Lilly Center staff. If you have concerns about the safety or well-being of any minor participating in an activity associated with the Lilly Center or Grace College, please contact the volunteer coordinator.