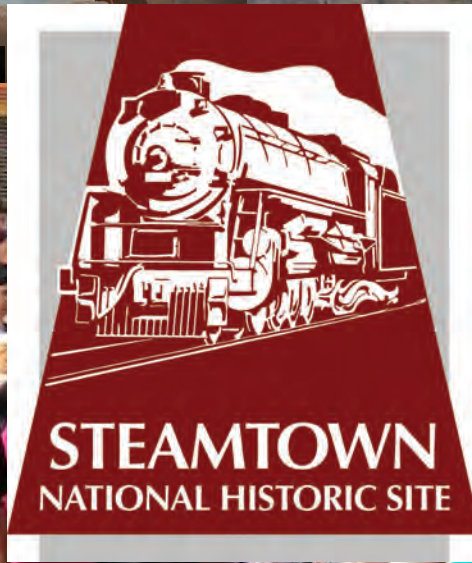


Steamtown National Historic Site Volunteer Handbook



Contents

2019c Edition: previous editions are obsolete

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Steamtown National Historic Site (STEA) encompasses 62 acres in downtown Scranton, Pennsylvania, at the confluence of six major historic anthracite railroads. Legislation designated the historic site on lands formerly comprised by the Delaware Lackawanna and Western Railroad yard. Most of the original assemblage of steam locomotives, cars, and railroad equipment originated as the Steamtown USA collection, amassed by millionaire F. Nelson Blount. Blount created the nonprofit Steamtown Foundation to operate the collection, originally located in Vermont.

In 1984, the foundation moved Steamtown USA to Scranton, Pennsylvania, a transfer that was partially funded by the city and envisioned as an urban redevelopment project. Today, the site includes land, the railyard, historic roundhouse, turntable, switchyard, a locomotive repair shop, extensive collections, and associated buildings, track, and equipment. The site's larger context within this region where 80% of the world's anthracite coal was extracted, intimately ties the railroad industry to the anthracite mining and iron ore manufacturing industries, which facilitated its unprecedented growth. The achievements and advancements of the burgeoning railroading industry in this region were not without human and environmental costs, setting the stage for some of the greatest battles between capitalism and social and environmental responsibility.

STEA has become a living manifestation of the history, technology, craft, and culture epitomizing the steam era. Visitors can immerse themselves in the historic roundhouse, switchyard, and associated buildings, track, and equipment. From locomotives, freight cars, and passenger cars, to the equipment used to maintain all walks of railroad life, the park features one of the most diverse collections of historic railroad material in the United States, providing critical context for the impact this region had on society and the legacy that is built upon today.

The extensive and diverse historic collections of the park and the expansive craft and skill of on-site experienced railroad technicians, offer opportunities for visitors at STEA to experience a piece of industrial-era living history. Every sense is invited to participate, whether it is the unforgettable smell of smoke and steam, the core-shaking rumble of a passing engine, the iconic sound of a train whistle, or the feeling of tracks flying by as you are transported by short train rides in the railyard or longer train excursions through this historic region. A large percentage of the archival collection has been made digitally available to the public, making STEA function as a public asset beyond the confines of the park boundary and into a historic resource for enthusiasts around the world.

The operation of STEA's live railyard transcends the experience of passive onlookers to one of active understanding and appreciation of each operational component and provides a sense of immersion in the long lost steam era.



National Park Service Mission

On August 25, 1916 Woodrow Wilson signed the Organic Act into law. This act established the National Park Service, a new bureau within the Department of the Interior, which would be dedicated to preserving and protecting the 35 National Park Service sites that existed at the time as well as those that would be established in the future. The Organic Act also delineated the mission of this new agency, which would be:

“...to conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations.”

The National Park Service still strives to fulfill this mandate as the lands that it protects expand. Now, the National Park Service preserves over 415 areas covering more than 84 million acres in every state, the District of Columbia, American Samoa, Guam, Puerto Rico, and the Virgin Islands. These areas include national parks, monuments, battlefields, military parks, historical parks, historic sites, lakeshores, seashores, recreation areas, scenic rivers and trails, and the White House.



Steamtown National Historic Site Mission

Purpose:

Steamtown National Historic Site was established to preserve, interpret, and protect the history of steam railroading in America including the historic railroad yard, collections, technical knowledge, and skills that further the public understanding of the impact of steam railroading on U.S. industry, commerce, and society.

Vision for 2023 and beyond:

Visitors will experience integrity and authenticity in our live steam railroad as a result of forging productive partnerships, making fiscally-sound investments in infrastructure, implementing a strategic staffing plan and comprehensive volunteer program, and developing innovative interpretative and educational programs.



National Park Service Core Values:

- **Shared Stewardship:** We share a commitment to resource stewardship with the global preservation community.
- **Excellence:** We strive continually to learn and improve so that we may achieve the highest ideals of public service.
- **Integrity:** We deal honestly and fairly with the public and with one another.
- **Tradition:** We are proud of it; we learn from it; we are not bound by it.
- **Respect:** We embrace each other's differences so that we may enrich the well-being of everyone.



Interpretive Themes

What are they?

Our themes provide focus for interpretive efforts at the park. They are designed to help visitors find personal meaning and relevance in park resources. Our interpretive themes include the most important stories and represent core concepts that every visitor should have the opportunity to experience, but they are not inclusive.

- **Steam Railroading** - the technology that influenced the development of America, its resources, and its people from the mid-19th to the mid-20th century
- **Industrialization** - Context, Connections, and Interdependence - Steam railroading operated within a network of interconnected, associated, and auxiliary industries and services that built, supported, and serviced it, and together these businesses fueled an industrial and commercial era that contributed to growth and prosperity, and in decline challenged a nation's economic foundation.
- **Cultural Influence** - Steam railroading fundamentally shifted how people across the world thought, connected, and interacted with their world.

Fundamental Resources and Values

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What are they?

Those features, systems, processes, experiences, stories, scenes, sounds, smells, or other attributes determined to merit primary consideration during planning and management processes because they are essential to achieving the purpose of the park and maintaining its significance.

- **Cultural Landscape of the Railroad Yard**
- **Rolling Stock Collection**
- **Practicing Traditional and Historic Craft Skills**
- **Museum and Archival Collections**

Steamtown National Historic Site contains other resources and values that may not be fundamental to the purpose and significance of the park, but are important to consider in management and planning decisions. These are referred to as other important resources and values.

- **Live Steam Experience**



Organizational Structure

Secretary of the Interior: David Bernhardt
Acting Director of the NPS: Dan Smith
Regional Director: Gay Vietzke

Steamtown National Historic Site

Superintendent

Cherie Shepherd

Directly responsible for all park operations and the supervision of division chiefs.

Administrative Officer

Pat Farrell

Responsible for the supervision of the Administration division. Staff handle all budgetary, operational, and human resources functions and provide general support to all park divisions.

Facility Manager

Jessica Weinman

Responsible for the Facility Management Division, which maintains and repairs all government-controlled facilities, including buildings, utilities, roads, and track. The division oversees all major construction projects, including locomotive/rolling stock maintenance and repair. VIP Train & Engine Service operations are coordinated through this division.

Maintenance Mechanic Supervisor

Kevin Macejkovic

Facilities Management Specialist

Bill Farrell

Supervisory Exhibit Specialist

Bruce Mowbray

Safety Officer

Brian Cianchetti

Responsible for the park safety program.

Accessibility Coordinator

Mike Theriault

Responsible for increasing site accessibility to meet ADA/ABA requirements through universal design that welcomes all visitors.

Chief of Visitor Services & Resource Management

Bill Fischer

Responsible for Visitor Center, interpretation and education (I&E) programs, as well as resource management operations. I&E provides information to park visitors by staffing the Visitor Center, presenting interpretive programs, and preparing publications and exhibits. Oversees the park's volunteer program, social media and website, and I&E partnership opportunities.

Supervisory Park Ranger

John Mucha

Resource Management staff are responsible for the park's museum collections, exhibits, archives, and library, as well as NHPA and NEPA compliance.

Historian Pat McKnight
Curator Kathy Lang

Volunteer (VIP) Requirements

- Off-duty National Park Service employees can be volunteers as long as they are volunteering in a capacity other than their paid duties.
- Family members of National Park Service employees may serve as volunteers as long as the park representative signing the Volunteer Services Agreement is not an immediate family member.
- Legal aliens may serve as volunteers.
- Foreign nationals may serve as volunteers as long as they have a J-1 visa allowing them to volunteer in the United States.
- Youth ages 15 to 17 years old may be volunteers provided they have the signed consent of a parent or guardian using individual Volunteer Service Agreement.
- Train and Engine Service and Shop VIPs must be at least 18 years of age and meet other requirements. Youth groups are welcome to volunteer under adult group leadership for community service hours via a group Volunteer Service Agreement.
- Individuals convicted of minor crimes who are participating in court approved probation without sentencing, work release, or alternative sentencing programs can serve as volunteers at the discretion of the Park Superintendent.
- No person who has been convicted of any violent crime, crime against persons, or crime involving use of a weapon shall be utilized in the Park Service volunteer program.



Volunteer Rights and Responsibilities



Volunteers have the right to:

1. Receive the same fair personnel practices as paid staff.
2. A safe workplace free from harassment and discriminatory practices.
3. Use their time effectively.
4. Receive clear and non-conflicting guidance and direction.
5. Be kept informed of activities pertaining to their volunteer assignments.
6. Not undertake any assignments that they are not trained to perform.
7. Receive appropriate orientation, training, and supervision.
8. Be assigned jobs that are worthwhile and challenging.
9. Be made aware of the overall operation of the park.
10. Have opportunities for growth.
11. Be offered a variety of experiences.
12. Receive regular, clear feedback about the quality and effectiveness of their work.
13. Be recognized for their contributions.
14. Be able to provide feedback on the operations of the volunteer program.
15. Be trusted with the information that they need to carry out their assignments effectively.
16. Be assigned a supervisor when requested.

Volunteers have the responsibility to:

1. Represent the National Park Service in a professional manner.
2. Work safely and smartly.
3. Follow the park's laws, policies, regulations, and guidelines and understand its operation.
4. Seek and accept the guidance and support needed to complete assignments.
5. Work as a team with paid staff and other volunteers, accepting such mutual roles.
6. Be reliable in fulfilling assignments.
7. Strive to do their best and provide high quality customer service to park visitors.
8. Respect restrictions on access to information, facilities, equipment, etc.
9. Learn from and participate in trainings and meetings.
10. Provide advance notice of absences.
11. Make a good faith effort to resolve differences or problems.
12. Care for park resources.
13. Carry their STEA VIP ID Card when volunteering



Sexual Harassment Policy

From Director's Orders #16E:

The National Park Service (NPS) is committed to a workplace free of discrimination and harassment based on race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (40 years of age and over), disability, family medical history (including genetic information), status as a parent, marital status, political affiliation, and/or reprisal. The NPS will not tolerate offensive sexual or non-sexual harassing behavior against any NPS employee, intern, volunteer, contractor or other nonfederal employee, visitor, or other member of the public. The

NPS also will not tolerate adverse treatment of employees because they report harassment or provide information related to such complaints.

Volunteers who are subjected to harassing conduct are encouraged to report.

Volunteers who witness possible harassing conduct are expected to report.

Managers and supervisors have the responsibility to report all allegations to the Park Superintendent.

If you experience harassment or discrimination you should report it as soon as possible. You can report these incidents to your supervisor, the park volunteer coordinator, the regional Equal Employment Opportunity office, or the Department of the Interior Office of the Inspector General:

Onnternor Blount, EEO Manager
1234 Market St, Philadelphia PA 19107
(215) 597-3946

Office of the Inspector General:
Hotline: 800-424-5081
Website: <https://www.doioig.gov/complaints/complaint-hotline>

Managers have a responsibility to investigate, and, if the allegation is substantiated, take corrective action to address any allegations of harassment or discrimination.

You can find more information about the agency response to harassment in Director's Orders #16E: https://www.nps.gov/policy/DOrders/DO_16E_2017rev.htm

Visitor Services Volunteer

Visitor Services volunteers start by staffing the Visitor Center desk to answer visitor questions, provide orientation information, assist staff and other VIPs who are giving tours, and help with other duties and projects, including school education programs, if interested. VS VIPs follow a set training program through several levels of competency. Those who are interested may work their way up to providing interpretive programs and serving as interpretive car hosts on short and long train rides.

Train and Engine Service Volunteer

These volunteers serve as train crew for short and long train rides. Due to national safety and railroad regulations, this opportunity requires extensive, sequenced training that may take up to five years, depending on desired credentialing. Exceptions to this lengthy process may be made for those with prior, provable railroading experience. T&E Service VIPs must maintain Federal Railroad Administration certification and are subject to stringent review. Because there is often a waiting list, VIPs are encouraged to first volunteer in another park division to gain familiarity with overall park operations. Must be 18 years of age or older.

Museum and Library Volunteer

Help with projects related to the park's museum collections and library. Volunteers may assist the Curator with a host of activities, including collection inventory and record keeping, temporary exhibit organization, collection care and cleaning, environmental monitoring, and other related projects. (Monday through Friday only)

Historical Records Digitization and Transcription Volunteer

Volunteers assist the Historian with making the park's railroading archives accessible for researchers while safeguarding the original documents. Transcription can be done from the comfort of one's own home.

Landscape Maintenance Volunteer Assist with a variety of projects to keep park grounds and resources in good condition to enhance the visitor experience.

Locomotive/Restoration Shop Volunteer

Skilled artisans and those wishing to improve their mechanical skills are needed to help restore our locomotives and rolling stock. Work involves use of hand, power, and machine tools for cutting, fabricating, welding, woodworking, and painting. Prior related experience is helpful but not mandatory, while a positive attitude is required; also being 18 years of age or older.

Special Events Volunteer

Have limited time? These volunteers assist the staff during special park activities. Being familiar with Steamtown NHS is helpful.



VIP Uniform Standards

The Volunteer-in-Parks (VIP) uniform is a symbol of the National Park Service and will be worn with dignity and pride. Wearing the uniform, VIPs have responsibility for the “total image” they project in the roles they perform. This image concept includes adherence to prescribed standards, and personal appearance, conduct, and attitude.

VIPs must be readily identifiable in a manner appropriate for their duties. Train and Engine and Shop VIPs have their own unique uniform requirements.

The I&E VIP Uniform

Items issued by the park include the official VIP patch, nametag, lapel pin, and shirt. Uniforms must present a neat and professional appearance.

Certain rules apply to the overall I&E VIP uniform appearance. All uniforms and uniform components must meet the following minimum standards:

Shirts

- Must be free from excessive wear, including worn areas, holes, stains, missing buttons, and similar issues.
- Must not be frayed.
- Must not be faded, defined as when a uniform item is noticeably lighter in coloration than a comparable new item.
- Name bar must be worn at all times.
- Shirts must be tucked in.

Pants

- Acceptable colors for uniform pants and skirts include tan, khaki, brown, black.
- VIPs must wear long pants or skirts.
- Acceptable belt colors include brown and black.

VIPs are expected to comply with NPS uniform provisions found in DO 7 and DO 43
Have your VIP ID Card on your person when volunteering



Hats

- Hats are required when outdoors and are not to be worn indoors.
- Only approved VIP hats are acceptable to wear during duty.
- Pins are not to be placed on hats.

Footwear

- Brown or black shoes or hiking boots are preferred. Shoes with a large amount of noticeable color are discouraged.
- No open toed shoes.

Personal Appearance Guidelines

- Jewelry (bracelets, rings, watches, and earrings) must not detract from the overall appearance of the uniform. Excessive size and bright or contrasting colors of jewelry may create an unprofessional appearance.
- Sunglasses are worn only when necessary, never indoors; remove when speaking with visitors.

Train and Engine and Shop VIPs have their own unique uniform requirements.

Florescent Safety Vests Shall Be Worn when walking in the railroad yard

Turn in worn uniform parts to the VIP Coordinator for replacement.

Steamtown National Historic Site Information Desk

Customer Service General Guidelines

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- Always strive to provide the highest quality of service possible.
- Always serve a park visitor before a customer on the phone.
- Always welcome visitors and try to explain the programs and services available.
- Be polite and never argue with a visitor; if you need assistance contact a permanent staff member.
- Stand if possible when speaking.
- There should never be more than three employees and volunteers behind the desk at any one time.
- Be familiar with the VC Desk Book.
- Know severe weather procedures and keep weather radio on during such times.
- Timely forward phone calls or queries to the correct person or Fee Booth.
- Private conversations will be kept to a minimum. Any conversation among the staff ends immediately when a visitor approaches.
- No cell phone calls or conversations at the front desk when visitors are present.
- Never discuss controversial subjects such as politics or religion with or in the presence of visitors.
- Everyone will be treated with kindness and respect.
- All other jobs at the front desk are secondary to serving our visitors.
- We have a sign on doors which prohibits food or drink in the core complex, so do not eat or drink at the desk except during the slowest of off-season days.
- Announcements on the PA system will be timely, professional, clear, and concise.

Away from VC, a radio is your best option for contacting a staff member. The channel knob (middle one on top) should be on “1” for I&E VIPs. Train and Engine Service VIPs use a different channel and are trained specifically for their unique roles. I&E VIPs must not use the T&E channel or change radio channels to listen to the dispatcher.

The volume knob (left one on top) controls the volume you hear, not how loud you transmit. Listen before speaking on the radio to ensure you’re not talking over anyone else’s conversation. Think about what you are going to say before you use the radio; don’t start to talk, then realize you don’t know what you’re going to say.

Hold the radio about 2” from your mouth and at a 45 degree angle. Press and hold the big button on the side while you talk and release it to listen for the response. Speak in a normal tone. Wait a second or two after pushing the button before speaking.

Keep your messages brief, but make sure you give all necessary information.

All staff members have a designated radio call number. The VC Desk should have the current Call List, which you are welcome to make a copy. **All I&E VIPs have been given the designated radio call number, 444.**

Use the person's specific call number if you have your list available, otherwise use his/her name, such as "Ranger Jones." Use plain English to explain your request/need. Since we often have more than one VIP with a radio, you may need to use his/her name when calling, i.e. "Interp Volunteer Don."

Try not to use radios for routine questions or requests. But if you need to use the radio to get help in an emergency, don’t hesitate to use it! Always give your location, what the situation is, and what you need.



Protection of Resources

The Superintendent's Compendium is the summary of park specific rules implemented under 36 Code of Federal Regulations (CFR). It serves as public notice, identifies areas closed for public use, provides a list of activities requiring either a special use permit or reservation, and elaborates on public use and resource protection regulations pertaining specifically to the administration of the park.

The Compendium should be used in conjunction with Title 36 CFR Parts 1-7, to more fully understand the regulations governing the use and enjoyment of all areas of the National Park system.

A copy of the Compendium is located at:

<https://www.nps.gov/stea/learn/management/lawsandpolicies.htm>

In the park, it is illegal to possess, destroy, injure, deface, remove, dig, or disturb from its natural state any living or dead wildlife or parts, plants or parts, non-fossilized and fossilized paleontological specimens, cultural or archeological resources or parts. It also specifically details those areas that are open and closed to visitors.

Contact park staff if you suspect visitors of doing such activities; do not personally confront the visitors.

Pets versus Service Animals

Only certified service animals under Titles II and III of the ADA are authorized to be in Steamtown NHS buildings and static displays that are open to the public. They are also authorized on short and long train rides as well as park grounds that are open to the public, including Renaissance Park.

Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Pets are allowed in the parking lot and immediate adjacent areas (see figure). They must be leashed, excrement must be cleaned up, and pets cannot be left unattended.

See Section 2.15 of the Superintendent's Compendium for full details.



Basic Regulation Information

Closed Areas

The park is closed during non-operating hours, typically from 5:00 pm to 9:00 am during high season, and from 4:00 pm to 10:00 am during the winter; reduced hour dates are determined annually.

Areas that are always closed to unescorted visitors include the Locomotive Shop complex, Turntable and pit, Penn Drive building, Mattes Street Tower, Gas House, other structures that are typically closed and locked, museum and archives storage, OSB basement, as well as locomotives and rolling stock on static outdoor display. See Part I of the Superintendent's Compendium for a complete list. If you see visitors attempting to gain access to these and other areas, please notify a staff member immediately.

The site is closed on Thanksgiving, Christmas Day, and New Year's Day, and when the Superintendent determines that for staff, VIP, and visitor safety, the weather or situation warrants park closure.

First Amendment Areas

Freedom of speech, press, religion, and assembly are Constitutional Rights that may be regulated to protect park resources. All First Amendment activities with more than 25 participants require special use permits. Groups of 25 participants or less who utilize designated areas do not require a permit. See Section 2.51 of the Superintendent's Compendium.

Obtain Visitor Services staff assistance immediately for First Amendment issues.

Distribution of Printed Material

The sale or distribution of printed matter by groups of more than 25 people is allowed only if the group doing so has a permit issued by the Superintendent.

Vehicle Issues

The park adopts most Commonwealth of Pennsylvania vehicle law, including seat belt use. The service road running to the south of the core complex past the Shop toward the MOW and OSB buildings is not open for public transit or parking and is marked for authorized vehicles only. Contact park staff if you see a parking issue have a safety concern, or if you see someone driving in an unsafe manner, off road, or in a restricted area.

Lost and Found Items

A visitor who finds someone else's property should turn it in at the Visitor Center Desk.



Use of Personal Equipment

Volunteers should use government equipment and vehicles when possible in the performance of their official duties. Volunteers who use their personal equipment by choice are not protected in the case of damage or theft. However, if the volunteer is required by her or his supervisor to use

personal equipment and that requirement is explicitly written into the Volunteer Agreement that equipment is covered in the case of damage or theft while that volunteer is using it to perform his or her volunteer duties.

Injuries, Worker's Comp. Tort Claims

Volunteers receive the same protection as NPS employees under the Federal Employees Compensation Act (5 USC, Chapter 81) and the Federal Tort Claims Act (28 USC, 2671-2680) and are considered to be Federal employees for those purposes only. These two acts provide only the following protection:

Injury and Worker's Comp

VIPs are entitled to first aid and medical care for on-the-job injuries as well as hospital care when necessary. When travel is necessary to receive medical care, transportation may be furnished and the travel and incidental expenses associated with it may be reimbursable. When death results from an on-the-job injury, burial and funeral expenses, not to exceed \$800, may be paid. In addition, other compensation benefits may be approved by the Office of Workers Compensation Programs on a case-by-case basis. A VIP who suffers an on-the-job injury and desires to file a claim for compensation should contact his or her immediate supervisor. The supervisor is responsible for helping the VIP obtain and complete

the proper forms and must certify the authenticity of the claim. The supervisor then submits the claim to the servicing personnel office for processing.

Federal Tort Claims Act

This act provides a means whereby damages may be awarded as a result of claims against the National Park Service for injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of the NPS while acting within the scope of his or her office or employment under circumstances where the NPS, if a private person, would be liable for the claimant in accordance with the law of the place where the act or omission occurred. Since VIPs are considered employees for the purpose of this act, they are offered the protection of the Act for personal liability as long as they are within the scope of their assigned responsibilities.

Volunteer Program Policies

Driving Government Vehicles

In order to drive government vehicles (GOV) this requirement must be explicitly stated in the volunteer's Volunteer Service Agreement and/or position description. Volunteers driving government vehicles must possess a valid driver's license and pass a safe driving record check. Most Steamtown NHS VIPs do not have this need. No hand-held cell phone use by GOV drivers while driving.

Volunteers are responsible for reporting any situation that might alter their authorization status or their ability to operate a government-owned vehicle.



Volunteer Reimbursements:

In rare cases, VIPs may be reimbursed for some out of pocket expenses to offset the cost of volunteering. Reimbursement will be handled on a case-by-case basis.

For example, when required, VIPs may be reimbursed for fingerprinting fees and postage to mail fingerprints for required background checks.

Keep in mind that volunteers cannot be reimbursed for food, and volunteer funds cannot be used to purchase food, unless volunteers are away from their home or duty station for a prolonged period to complete their volunteer assignment. In order to be reimbursed you must complete NPS form 10-67.

Reimbursement is an exception that does not occur for routine volunteer activities. Mileage and other expenses incurred as a VIP may be tax deductible; check with your tax consultant.



Background Check

If your volunteer position involves accessing government computers, working with youth, or occupying an area that contains sensitive government records, the VIP Coordinator may have you complete a background check and be fingerprinted. This process can take up to a month or longer, so if you anticipate needing a background check, be sure to start this process prior to your planned start date.

Termination of Volunteer Agreement

If, at any point, a volunteer decides to end involvement as a park volunteer, s/he should notify the VIP Coordinator who will terminate his/her Volunteer Services Agreement. The NPS also has the right to terminate a Volunteer Agreement if a VIP is not able to successfully perform the assigned responsibilities or respectfully represent the National Park Service.



- You may not endorse one commercial establishment over another in an official capacity. This means that you cannot give a direct answer to a question such as “What's your favorite restaurant?” Instead give visitors a range of available options.
- You are representing the park and, as such, your conversations with visitors should reflect NPS and Steamtown NHS policy, not your personal opinions.
- Gambling is prohibited on federal property. This includes raffles, lotteries, and sports pools.
- Turn in lost items to the Lost and Found at the Visitor Center.
- Fundraising for outside organizations is prohibited. For example, selling Girl Scout cookies while volunteering or while in uniform outside of volunteering is not permitted.
- Follow the off-duty, off-premises rule for political activities. We cannot discuss personal political views with visitors when on duty. When sharing your views off duty, such as in a letter to the editor, do not represent yourself as an NPS volunteer or spokesperson.
- Smoking is authorized but only in designated areas away from visitors.
- There is ZERO TOLERANCE for any type of discrimination or sexual harassment.



Suggested Reading

These online titles and many others will enhance your understanding of our park and its resources.

- Chappell, Gordon. *Steam Over Scranton: The Locomotives of Steamtown* Special History Study (NPS, 1991). https://www.nps.gov/parkhistory/online_books/steamtown/shs.htm
- Clemensen, A. Berle. *Steamtown National Historic Site* Historic Resource Study (NPS, 1988). <https://archive.org/details/historicresource00steam>
- Holt, Henry M. R., and Michael L. Alterman. *Archeological Investigations at Steamtown National Historic Site* (NPS, 1991). <http://www.npshistory.com/publications/stea/archeology-railyards.pdf>
- Morgan, Mark L. *Spang, Chalfont & Co. Locomotive No. 8* Historic Structure Report (NPS, 1996) <https://irma.nps.gov/DataStore/DownloadFile/453730>
- Clemensen, A. Berle. *Delaware, Lackawanna and Western Railroad Line: Scranton to Slateford Junction* Historic Resource Study (NPS, 1991). <https://irma.nps.gov/DataStore/DownloadFile/453729>
- Morgan, Mark L. *Central Railroad of New Jersey Combine Car No. 303* Historic Structure Report (NPS, 1993). <https://irma.nps.gov/DataStore/DownloadFile/460447>
- Video on steam railroad locomotion at Steamtown National Historic Site. <https://www.youtube.com/watch?v=qRSyZdj0N4g&feature=youtu.be>
- Maurer, Pablo Iglesias, “Inside the Ruins of Pennsylvania’s Abandoned Huber Breaker.” DCist. January 23, 2014. dcist.com/story/14/01/23/abandoned-huber-coal-breaker/
- Crane, Stephen, *In the Depths of a Coal Mine* (1894). The Ohio State University. ehistory.osu.edu/exhibitions/gildedage/content/CraneDepths



Contact Information

Volunteer Coordinator: Larry Scucci
lawrence_scucci@nps.gov
(570)340-5240

Park Automated Attendant: (570)340-5200

Visitor Center: (570)340-5206

Train Reservations: (570)340-5204

Employee/VIP Info Line: (570)340-5217
(for possible weather delays/closings)

Partner Organization:
America's National Parks Store:
(570)340-5213

Trolley Museum: (570)963-6590

Communication: Our volunteer newsletter, *The Semaphore*, is published every quarter. If you wish to be removed from the distribution list please contact Larry at: lawrence_scucci@nps.gov.

If you have an article/photo that you would like to have included in the newsletter, please submit to Larry as well.

Thank you for volunteering at Steamtown National Historic Site. This park relies on volunteers like you to help us serve our visitors, preserve park resources, and, above all, accomplish our mission. We look forward to working with you!

