



New Mexico Department of Game and Fish

OFF-HIGHWAY VEHICLE AMBASSADOR

Position Description

PROGRAM OVERVIEW

The New Mexico OHV Ambassador program is a recently developed volunteer program that provides a means for private citizens to work with federal, state, and local public safety officials in New Mexico to promote responsible off-highway vehicle (OHV) recreation on public lands. As a volunteer, you will contribute your time, experience, and local knowledge of OHV areas in New Mexico by monitoring public lands in groups of two or more on motorcycles, all-terrain vehicles (ATVs), recreational off-highway vehicles (ROVs); conducting special projects (e.g., fence repair, clean-ups), and distributing informational material at high use OHV sites. Through monitoring efforts volunteers provide a positive image of their recreation activity, and identify road, trail, and other resource issues to enhance OHV areas in New Mexico. OHV Ambassadors receive training from professional training representatives and serve as a point of contact for OHV users to obtain helpful and informative information about the trails they ride.

AMBASSADOR QUALIFICATIONS

OHV Ambassadors Must:

- Be at least 18 years old.
- Possess a valid driver's license.
- Be able to operate an OHV responsibly and safely.
- Be an experienced rider who is able to navigate roads and trails of varying difficulty level and length.
- Own a maintained and properly equipped OHV suitable for roads and trails.
- Complete and keep current all required Ambassador training.
- Be able to walk over uneven terrain.
- Be able to lift at least 30 pounds.
- Wear personal protective equipment as required by the Land Management Agencies, including DOT approved helmets on all ATVs, Motorcycles, and ROVs.
- Agree **NOT** to carry any sort of Firearm during an OHV Ambassador event.

BASIC OHV AMBASSADOR ROLES AND RESPONSIBILITIES

- Promote responsible recreation use in New Mexico by modeling appropriate OHV safety and behavior.
- Provide a recognizable presence on motorized routes and at OHV facilities used by the public.
- Assist land management agencies in monitoring the areas, roads, trails, and facilities used by the public.
- Promote land stewardship by participating in site improvements and small projects like installation of signage or kiosks, trail maintenance and clean-ups, and more.
- Distribute and communicate information about responsible OHV use and state law to OHV users at public events, OHV staging areas, and on motorized patrols.

EXPERIENCE

Anyone over 18 years of age who is able to provide their own Off-Highway Vehicle transportation that is registered or permitted in accordance with 66-3-1003 NMSA, and can volunteer as an OHV Ambassador provided they are willing to abide by the OHV Ambassador Code of Conduct. OHV volunteers will be recruited and selected without regard to race, creed, religion, age, sex, color, national origin or disability.

PROCESS

1. Prospective OHV Ambassadors must create a Customer Identification Number (CIN) by logging onto the following Department of Game and Fish website if they currently do not have a CIN: <https://onlinesales.wildlife.state.nm.us>.

2. Prospective OHV Ambassadors need to complete the Ambassador Application form in its entirety.
3. In addition to the application, the prospective OHV Ambassador must fill out the Disclosure of Criminal History Consent form.
4. The Ambassador Application form and the Disclosure of Criminal History Consent form must be signed, dated, and mailed to the Off-Highway Vehicle Program at the following address:
 New Mexico Game and Fish
 Off-Highway Vehicle Program
 PO Box 25112
 Santa Fe, NM 87504
5. Applications are processed and prospective volunteers are added to a database. The database is reviewed every year to monitor participation hours.
6. Approved volunteers are notified of upcoming Ambassador Training Programs. An Ambassador Training Program must be taken within two years of submitting an application or the applicant will be purged. One cannot serve as an OHV Ambassador until training is complete.

PARTICIPATION

1. Ambassadors must attend an Ambassador Training Program prior to volunteering. In addition, other certification trainings may be required and a refresher course must be completed annually.
2. Volunteer hours are earned by participating in activities such as staffing a public event, conducting trailhead education, performing trail maintenance, attending OHV Program sponsored meetings, and other activities.
3. OHV Ambassadors must volunteer a minimum of 24 hours every year. Those failing to meet this requirement will be placed on probation for one (1) year, during which they must fulfill the minimum hour requirement.
4. Volunteering additional hours (above 24 hours annually) will make you eligible for other training and volunteer opportunities through the OHV Program.
5. The OHV Program may decertify Ambassadors for violating provisions of the program, falsifying records or acting in a manner which is detrimental to the program.

TIME COMMITMENT

OHV Ambassadors are asked to commit a reasonable amount of time to the program. The minimum amount of hours required each year is 24, and must be achieved according to the guidelines listed below. To ensure the sustainability of this program by encouraging high levels of participation, an OHV Ambassador that does not achieve the minimum of 24 hours annually will be put on probation for one (1) year, during which they must make up the deficit. OHV Ambassadors that exceed the minimum volunteer hours will be eligible for additional volunteer opportunities.

The following list represents some basic time values for activities.

Attend Quarterly OHV meetings*	4
Half-day Patrol**	4
Full-day Patrol**	8
Remote Location Patrol	4
Meet & Greet or Outreach Event***	4
Site Clean-up***	4
Special Project***	4
Project Leader	4
Additional Training Courses	4

* All OHV Ambassadors are required to attend at least one (1) Quarterly OHV meeting annually.

** All OHV Ambassadors are encouraged to patrol at least three (3) half-days or at least two (2) full-days each year.

*** All OHV Ambassadors are encouraged to participate in at least one (1) outreach event, site clean-up, or another type of special project each year.



New Mexico Department of Game and Fish OFF-HIGHWAY VEHICLE AMBASSADOR

Application

						Date of Application
Name: Last	First	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Last 4 SSN	NM CIN Number	
Mailing Address: No. & Street/PO Box No.			City		State	ZIP code
Home Phone	Cell or Other Phone	Date of Birth		E-Mail Address		
Present Employer				Your Primary Type of Work		
Employer's Address: No. & Street/PO Box No.			City		State	ZIP code
Race: (Optional) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Black <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other						

TRAINING:

I am certified in the following areas:

- | | | |
|--|---|--|
| <input type="checkbox"/> First Aid & CPR | <input type="checkbox"/> ROV Safety Training | <input type="checkbox"/> MSF Dirt Bike Certification |
| <input type="checkbox"/> ASI ATV Certification | <input type="checkbox"/> SAE Standard J1287 Measurement of Exhaust Sound Levels | |
| <input type="checkbox"/> Other—please specify: | | |

EXPERIENCE:

List your volunteer experience:

Describe your trail experience (*e.g., types of uses, skill level, years of experience, etc.*):

Describe your experience in working with the public and/or making public contacts (*can be from non-OHV experiences such as work or school*):

Describe your educational experience (educating or training others):

SUPPLEMENTAL QUESTIONS:

What type of OHV do you own? (*check all that apply*) ATV Dirtbike ROV Snowmobile
 Other—please specify:

Is your OHV registered in the state of New Mexico? Yes No. ****In order to be an OHV Ambassador, your OHV will need to be registered.**

Are you a member of an OHV club? Yes No
 If Yes, please list:

Reason(s) for interest in the OHV Ambassador Program:

Explain why you feel it is necessary to inform and educate OHV users.

Can you perform the basic OHV Ambassador functions as listed in the position description? Yes No
Please describe any limitations:

AVAILABILITY:

How many days during the three seasons listed below are you available to patrol?

September – December	January – April	May – August
<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> more than 6	<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> more than 6	<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-6 <input type="checkbox"/> more than 6

What days of the week are you available?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

REFERENCES:

List two personal or professional references that would be able to verify your experience needed for this position.

Reference #1:					
Name		Phone Number		E-mail Address	
Mailing Address: No. & Street/PO Box No.			City	State	ZIP Code
Reference #2:					
Name		Phone Number		E-mail Address	
Mailing Address: No. & Street/PO Box No.			City	State	ZIP Code

STATEMENT:

I affirm the truth of information supplied above, that I have not been convicted of a felony nor of flagrant violations of Game & Fish laws. If appointed as an Off-Highway Vehicle Ambassador, I will volunteer the hours necessary to promote responsible off-highway vehicle recreation on public lands. I will comply with all program policies and procedures. I further realize that the New Mexico Department of Game & Fish may, at its discretion, may revoke my certification at any time that it is in the best interest of the Department or State to do so.

Applicant's Signature

Date Signed

RETURN COMPLETED APPLICATIONS TO: New Mexico Game and Fish Off-Highway Vehicle Program PO Box 25112 Santa Fe, NM 87504	OFFICE USE ONLY
	Received
	Contacted
	Action Taken
	Background

Applications are accepted on an ongoing basis. Trainings will be scheduled once we receive enough volunteers interested in becoming OHV Ambassadors.