



# Park Steward

## Volunteer Position Description

**LOCATION:** District natural areas, parks & trails

**REPORTS TO:** Park Ranger, Nature & Trails Specialist or Volunteer Coordinator

**AGE REQUIREMENTS:** Must be 18 years or older

**TIME COMMITMENT:** 1 – 2 hours a week for a minimum of three months

**POSITION SUMMARY:** The purpose of this position is to provide a positive presence on district trails, while welcoming and providing information to visitors on the site, local wildlife, habitats and programs.

### **BENEFITS:**

- Opportunities to build your resume, while impacting the lives of local youth and adults through positive service, fun activities and educational opportunities.
- Opportunities to learn about the park district, future paid position opportunities, programming and events.
- Opportunities to work with seasoned staff, who have years of experience managing urban natural areas and trails.
- Obtain experience interacting with park patrons of all interest levels, backgrounds, ethnicities, ages and education levels, as a representative of the park district.
- May receive First Aid, CPR and AED training.

### **SUMMARY OF DUTIES (includes, but not limited to, the following):**

- Walk/roll the trails and make contact with visitors to answer questions, ensure visitor safety and provide general interpretation and information about the wildlife and habitats found at the site.
- Explain the rules of the park and when necessary, correcting minor infractions through education.
- Perform general trail maintenance, such as picking up litter and trimming vegetation.
- Keep staff informed of unusual situations, safety concerns, injuries and other issues that may arise.
- Promote positive use of district parks and prevent damaging behavior, when appropriate.
- Record volunteer hours through a THPRD online volunteer account or in the Volunteer Hourly Log Book, if one is kept onsite.
- Other related duties as assigned.

### **QUALIFICATIONS:**

- Must be able and willing to operate a mobile phone.
- CPR, First Aid and Epinephrine certification preferred, but not required.

- Must possess good communication skills and be a team player.

**EXPECTATIONS:**

- Attend all required trainings and meetings.
- A willingness to learn about the park district and park regulations.
- Each volunteer is expected to perform tasks that are within his/her physical capability.
- Each volunteer should understand that as a volunteer he/she is a representative of the park district and should act in a manner that promotes the park district in a positive manner.
- Each volunteer is expected to be timely and available to attend scheduled shifts. If a volunteer is unable to attend their scheduled shift, they need to contact their staff supervisor directly.
- Each volunteer will receive ongoing feedback from their supervisor on how to improve their techniques. A formal evaluation may take place at the end of the volunteer commitment.

**BACKGROUND CHECK:** A background check is required for this position.

**I.D. BADGE:** A photo I.D. badge will be provided for this position.

**WORKING CONDITIONS:** Duties will be performed in outdoor settings. Manual dexterity and coordination are required, making up more than 50% of the work period. Position is typically exposed to noise, heat, humidity, sunlight, wind, cold, wet, slippery surfaces and a variety of settings, including trails, parks and natural areas. Position requires long periods of mobility and/or standing and walking; may also require repetitive foot, arm, shoulder, hand and back movements, crouching, kneeling, bending, lifting or reaching.

**APPLICATION INFORMATION:** If you are interested in this position, submit a completed volunteer application and not your interest in the park steward program at <https://www.volgistics.com/ex/portal.dll/ap?ap=905367309>.