



# Stewardship Leader Position Description

**LOCATION:** District Parks

**REPORTS TO:** Natural Resources Volunteer Coordinator, Park Rangers or Natural Resources Techs

**AGE REQUIREMENTS:** Minimum of 18 years of age

**TIME COMMITMENT:** Approximately four hours per event with a minimum of five events required per year.

**POSITION SUMMARY:** Provide a positive and motivational presence while supervising volunteers of all ages at service projects in natural areas. Some Stewardship Leaders may work specifically with local youth involved in the district's service learning program.

## **BENEFITS:**

- Develop skills in leadership and interpretation.
- Opportunities to impact the lives of local youth through positive outdoor service and educational opportunities.
- Opportunities to work with seasoned staff, who have years of experience managing natural resources and volunteer events.
- Opportunities to learn about local wildlife and habitat management, as well as current events throughout the Park District.
- Can obtain experience interacting with park patrons, as a representative of the Park District.
- Receive support and guidance from District staff.
- Leaders may also receive First Aid, CPR and AED training.

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

- Coordinate volunteer shifts with the Natural Resources Volunteer Coordinator.
- Set up or assist with set up of tools and supplies before events.
- Greet volunteers as they arrive and provide or assist with an overview of the project goals, tasks of the day and a brief introduction to the site.
- Make sure all volunteers sign-in on the event registration forms.
- Train volunteers on safe and relevant procedures necessary to complete the tasks of the day. Methods for these tasks will be pre-approved by the NR Department.
- Discuss site and project specific safety precautions with the volunteers.
- Supervise and redirect volunteers, as needed, throughout the project.
- Wrap-up the project and thank volunteers. A reflection activity is sometimes appropriate at the end of projects.
- Organize work sites and tasks for volunteer events.
- Report all accidents/incidents immediately to Supervisor, if necessary.
- Complete all project post project paperwork, as needed.
- Other duties related to restoration of natural areas and leading volunteer projects may be assigned.

## **QUALIFICATIONS:**

- Must be available to lead a minimum of two events per year.

## TUALATIN HILLS PARK & RECREATION DISTRICT

- Must be trained on how to remove non-native plants effectively.
- Must be trained on how to properly plant.
- Must be knowledgeable of the identification characteristics of target species versus closely related native species.
- Must possess good communication skills and be a team player.
- Must be comfortable with having authority and directing volunteers of all ages.

### **EXPECTATIONS:**

- Attend a brief training for the Stewardship Leader Program.
- If leading projects without the presence of district staff, must first co-lead at least one volunteer project with staff.
- 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 his/her scheduled shift. If you cannot attend your scheduled shift due to an emergency please contact your supervisor.
- Each volunteer will receive evaluations from his/her supervisor, as needed.

**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:** Volunteering is in a natural outdoor setting with possible exposure to noise, heat, humidity, sunlight, wind, rain, cold, poison-oak, thorns, bees, steep surfaces and volunteers wielding a variety of hand tools. Position requires long periods of standing and working with large volumes of volunteers. Bending, lifting, stretching and digging are required during normal activities.

**APPLICATION INFORMATION:** If you are interested in this position, submit a completed volunteer application at <https://www.volgistics.com/ex/portal.dll/ap?AP=905367309> and indicate in the notes section your interest in a leadership role.