

Volunteer Job Description

Volunteer Crew Leader

TITLE:

Volunteer Crew Leader

SUMMARY OF POSITION:

This position leads groups of volunteers in performing a variety of stewardship projects. This involves overseeing work performed by citizen volunteers, providing education about the project and its impact on the environment, collecting necessary release of liability forms, taking attendance of participants, completing log report of project.

SUPERVISOR:

WORK AREA:

Assignments will be at various parks.

JOB TIMES:

Weekdays and or Saturdays, projects can be from 4-8 hours in length.

DUTIES:

1. Pick up project information, materials, tools and supplies at the offices prior to the work day.
2. Provide own transportation to and from work site.
3. Meet volunteer group at work site, collect necessary paperwork from volunteers, take attendance of participants.
4. Welcome and acknowledge volunteers, provide brief overview of the park system and educate volunteers about the impact their contribution will make on the environment.
5. Provide clear explanation of work to be performed, distribute tools or supplies.
6. Supervise volunteer crews as needed, provide ongoing support throughout the duration of the project, provide minor medical attention if needed.
7. Provide ongoing encouragement and appreciation throughout the project. Thank volunteers at the conclusion of project.

DESIRED KNOWLEDGE, SKILLS and ABILITIES:

1. While working in a team environment the ability to lead citizen volunteers in a positive and friendly manner. Includes giving instructions, assignments and/or directions to volunteers.
2. Ability to direct individuals with varying levels of ability or skill.
3. Able to hike 3-5 miles in mountainous terrain in a variety of weather conditions.
4. Ability to lift 30 lbs.
5. All volunteers must complete a background check before working with volunteers.
6. Knowledge of the use a variety of hand tools or gardening-type tools.

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7. Knowledgeable of park maintenance functions.
8. General knowledge of occupational hazards and proper safety precautions.
9. Ability to perform cardiopulmonary resuscitation and administer emergency first aid.
10. Requires the ability to read and complete a variety of forms.
11. Volunteers must abide by the rules and regulations of the park and established volunteer policies and procedures outlined in the Volunteer Orientation Manual and established in training.

TIME COMMITMENT:

1. Ability to act as a Crew Leader on 2 volunteer projects per year.
2. Project specific, typically 6-8 hours per project.

BENEFITS:

1. Contribution to the program.
2. Gain leadership and supervisory experience
3. Acquire volunteer management skills
4. Share your love of nature with others and make a difference
5. Meet people with common interests.
6. Enhance your natural history knowledge and public speaking skills.
7. Receive professional training, support, and performance feedback.
8. Attend continuous learning opportunities and volunteer social functions.
9. Be recognized and appreciated for your contributions!

TRAINING:

1. Participation in New Volunteer Orientation (2hours)
2. Training in Crew Leadership Skills. (8 hours)
3. CPR and First Aid training. (4 hours)