



# 2016 Volunteer Park Steward Program

Application and Information Packet

*Share your knowledge and skills by helping to ensure clean, well  
maintained and safe parks and amenities for  
Jefferson County Open Space*



Inside:

- Position Descriptions
- Application
- Training Dates

Application Deadline:  
None

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Welcome and thank you for your interest in applying for a volunteer position with Jefferson County Open Space. Inside this brochure, you'll find the step-by-step process for applying for our volunteer program, including position descriptions, application deadlines, training dates and requirements for the program in which you have expressed interest. Once you've reviewed the information, simply fill out the application and return it to the Volunteer Services office by the indicated date. The rest of this packet is yours to keep. If you have questions, feel free to call the Volunteer Services Supervisor at (303) 271-5922. Following return of your application, you'll be contacted by a Volunteer Coordinator to set up an interview. Once you've submitted your application, the following steps apply:

### **Step One: Attend an Interview**

All prospective volunteers will be interviewed for the Volunteer Park Steward program. Once you submit your application, you'll be contacted by your Program Coordinator to arrange for an interview.

### **Step Two: Attend a New Volunteer Orientation**

All new volunteers are required to attend a New Volunteer Orientation to become familiar with the entire Open Space program prior to new Park Host classroom training. Orientation sessions are held at the Open Space offices, 700 Jefferson County Parkway, Suite 100, Golden, Colorado, 80401. **You must pre-register for orientation by following the instructions on the Volunteer Orientation postcard.**

*Saturday, March 12th, 9:00am — 11:30am*

*Saturday, March 19th, 9:00am — 11:30am*

*Thursday, March 24th, 5:30pm — 8:00pm*

### **Step Three: Attend Park Steward Training**

Park Steward training is outlined in the position description, and will be arranged for by your Program Coordinator.

**TITLE:** VOLUNTEER PARK STEWARD

**SUPERVISOR:** Park Services Weekend Crew Lead

### **SUMMARY OF POSITION:**

The purpose of the Park Steward program is to provide supplemental support to the Park Services section of Jefferson County Open Space in ensuring that park users have the highest quality experience by providing clean, well maintained and safe parks and amenities. Park Services responsibilities include, but are not limited to; maintaining general cleanliness, appearance and safety standards, maintenance and upkeep of all park amenities (i.e. restrooms, kiosk, picnic areas, benches, signs, etc.), parking lot and entry roads, property boundaries (including any associated fencing and signage) and providing exceptional customer service to park users and fellow coworkers.

### **DUTIES:**

1. Provides Park Service with supplemental support during high park use times such as weekends and holidays in order to maximize park user experience. This would include performing janitorial duties for restrooms and other amenities to maintain cleanliness and sanitation standards.
2. Inspects park grounds, concentrating on high use areas, parking lots and picnic areas for vandalism, graffiti, safety concerns and litter. Reports all safety and maintenance concerns to Parks Services Weekend Crew Lead or Supervisor. Performs corrective measures to repair or resolve issue when able.
3. Acts as a representative of Jefferson County Open Space by being a visible and approachable presence in the Parks. Provides quality customer service by being knowledgeable and helpful.
4. Inspects Open Space property boundaries. Ensures boundaries are clearly defined by fences and signage. Ensures signage is visible and in good condition. Inspects fences for damage and maintenance needs. Reports any maintenance needs to Weekend Crew Lead and makes remedial repairs when able/assigned.
5. Assists with traffic control or in redirecting specific user groups when overflow conditions exist at a park.
6. Reports any damage to trails and corresponding signage to Park Services Weekend Crew Lead.
7. Helps keep high traffic areas free of snow and ice November – April.
8. Completes a daily report after each assignment and reports volunteer hours monthly using VicNet. Volunteers should access VicNet through the “Volunteers” tab on the Open Space web site: <http://openspace.jeffco.us>

### **REQUIREMENTS:**

1. Select your favorite or closest park to steward/“adopt”.
2. Ability to work independently and unsupervised.
3. Maintain regular and recurring volunteer schedule.
4. Possess interpersonal skills and ability to work in public setting.
5. Physical ability to work outdoors, in various weather conditions and various terrains.
6. Successfully complete the Volunteer Park Steward Training Program.
7. Purchase and wear the Volunteer Park Steward uniform while on duty and to all Park Steward meetings.

8. Provide own appropriate outdoor clothing and gear.
9. Be available to Park Services Weekend Crew Lead by phone or email to receive special assignments or duties.
10. Volunteers must abide by the rules and regulations of the Park and established volunteer policies and procedures outlined in the Volunteer Orientation Manual and the Park Maintenance Manual.

**TIME COMMITMENT:**

1. Complete a minimum of 4 volunteer hours per week at the selected park(s) during the months of April – October.
2. Complete the 10 hour Park Steward Training Program. (This will most likely comprise two 5 hour training sessions but, depends on the number of trainees.)
3. Complete 4 volunteer hours per week at the selected park(s) during the months November – May.

**BENEFITS:**

1. Enjoying the outdoors while representing Open Space.
2. Meeting other volunteers and sharing interests and experiences.
3. Recognition as a volunteer for Open Space.
4. Sharing experiences with Open Space staff.
5. Receive invitations to the annual Open Space volunteer recognition events.
6. Training in park maintenance techniques, wildland management and wildlife friendly fence installation.
7. Being an integral part of the best maintained parks in North America.
8. Developing a greater understanding of the role and mission of the Open Space Program.

**TRAINING:**

1. Required training during the spring will include modules on the following topics: janitorial practices and how to keep our parks clean; park amenity inspections and maintenance; customer service; boundary and fence standards.
2. Open Space Volunteer Orientation for all new Open Space volunteers (2.5 hours).
3. Continuing education and training can be provided to individuals by contacting the Park Services Weekend Crew Lead.