

City of Arlington Volunteer Job Description

TITLE: Adopt a Park/Trail Volunteer

PROGRAM: Parks Department

LOCATION: City park or trail

CONTACT: 507-964-2378

PURPOSE: As a volunteer, you have a unique opportunity to donate time to your community and enjoy the results of your hard work. Your volunteer efforts increase public awareness of the importance of protecting our natural resources, generate pride in our parks, and demonstrate a commitment to your community. As an individual, group or business, you can create a better environment for yourself and the next generation. The program is not designed to replace regular maintenance of the parks.

TIME COMMITMENT:

- We ask for a commitment of one year of service to your adopted park or trail. We also ask that volunteers perform tasks at their location a minimum of once per month unless it is a special project.
- *Or*, the City sponsors one-time events, such as cleanup projects or tree plantings. We also welcome financial donations that support the purchase of equipment, park tables and planting materials. Call the City Office for information.

ACTIVITIES/DUTIES:

- Pick up litter at a designated park or trail; free bags are available at the City Office or Public Works Building, 600 E. Main Street.
- Keep storm drains clean.
- Engage in and assist in special park projects.
- Put litter in trash receptacles. Please place trash bags next to receptacle if it is full. City staff makes routine visits to all parks to remove all trash.
- Be an additional pair of eyes at the park or trail; call 507-964-2378 with any reports of damage, illegal dumping, graffiti, repair needs, potential hazards such as downed tree limbs.
- Educate the community.
- Turn in a completed volunteer time sheet at the end of the season.

QUALIFICATIONS/DESIRED SKILLS:

- Enjoy being outdoors.
- Take pride in keeping City parks and trails safe and clean.
- Willing to follow through on a commitment.
- Dependable and responsible.
- Group leader or individual sign and return the Adoption Proposal and Agreement Form.
- Every group member must read the Program Safety Guidelines and then, sign and return the Liability Waiver. Minors are required to have a parent or guardian signature.

CITY SUPPLIES:

Volunteer groups are asked to provide their own safety clothing, tools and equipment. If needed, the City can provide tools and supplies to assist you in your duties. The following tools and supplies are available to volunteers:

- Bags and latex gloves.
- Litter stick ("garbage picker-upper").
- Tools, such as rakes, hoes and brooms.
- Painting supplies, such as paint, graffiti solvent, rollers, brushes and pans.
- Safety equipment, such as vests, goggles and masks.

With the exception of bags, gloves and painting supplies, all tools are loaned on a checkout basis.

ACKNOWLEDGEMENT AND RECOGNITION:

- An official Certificate of Adoption.
- An invitation from the Parks Committee for a Volunteer Recognition Reception.
- A sign with the adoptee name posted at the adoption site after 40 reported volunteer hours. Posted on a first-come first-serve basis, the sign will remain at the site as long as the group/individual is an active volunteer.

Note: This is an unsupervised position.