



PARKS AND RECREATION

www.chapelhillparks.org

PARKS AND RECREATION
Town of Chapel Hill
200 Plant Road
Chapel Hill, NC 27514

phone (919) 968-2784 fax (919) 932-2923
www.townofchapelhill.org

Volunteer Job Description: Adopt A Park / Greenway

Position: Adopt A Park/Greenway Volunteer
Department: Parks and Recreation
Job Category: Volunteer
Program Coordinator: Kevin Robinson krobinson@townofchapelhill.org, (919) 969-5104

Incumbents serve as ambassadors to the Adopt A Park/Greenway program with responsibilities for conducting minor trail maintenance and reporting on trail conditions. Volunteers report directly to Adopt A Park/Greenway program supervisor.

Nature of Work:

Work involves responsibility for planning, organizing, supervising and participating in volunteer projects, such as clean-ups, in a specified park or trail.

Duties:

1. Responsible for visiting park or trail at least 6 times per year to perform clean-up and report on conditions of park/trail
2. Responsible for committing to the program for at least one year.
3. Responsible for ensuring that each volunteer submits CHPR Volunteer Application prior to work day
4. Responsible for completing Adopt A Park/Greenway Progress report on work performed in park or greenway and submitting to Adopt A Park/Greenway program supervisor
5. Responsible for completing an adoption agreement with CHPR for the Specific Park or Greenway.
6. Responsible for contacting CHPR when a scheduled clean-up is planned.

Knowledge, Skills, and Abilities:

Ability to deal courteously with the public.

Ability to take directions from program supervisor

Ability to prepare clear and concise written reports.

Dependable, flexible and willing to work evenings, weekends and holidays as need

Follows safe working procedures.

Knowledge of skills required for agreed upon service project. Willingness to commit to the program for at least one year.

Willingness to commit to volunteer experience which includes at least 6 projects per year.

Safety Guidelines

1. Stay clear of all construction areas.
2. Be aware of loose pets; do not bring unattended pets with you to your work site.
3. Work is to be completed during park/trail hours only (dawn to dusk).
4. Always provide adult supervision for your organization/group.
5. Place all bagged litter/trash at the designated locations to assure pick-up.
6. Use the litter pick-up devices and plastic trash bags properly.
7. Be aware of snakes, bees, wasps, and spiders (bug spray is recommended).
8. Have a first-aid kit available on site in case of an emergency.
9. DO NOT attempt to work in inclement weather.
10. Do not remove hazardous substances. (e.g., car batteries, needles or pesticide containers) Notify CHPR if these substances are found.
11. Avoid contact with noxious weeds (poison ivy, sumac).



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12. If you are near a roadside, work facing on-coming traffic. Wear safety vests if possible if working within 10 feet of any roadway.
13. Do not over-exert yourself, especially on hot days. Drink plenty of water and stay hydrated.
14. Do not pick up litter on bridges, overpasses or in tunnels.
15. Cross streets only on cross walks.
16. Wear light colored clothing, appropriate for the task at hand.
17. Wear safety gloves at all times. Work gloves can be provided at your request.
18. Wear a hat.
19. Wear sturdy closed toe shoes or boots with puncture resistant soles.
20. Use a buddy system when possible.
21. Look out for each other.
22. If possible have at least one cell phone on site.
23. Be aware of unusual objects (anything that may expose bloodborne pathogens), and dispose of them with caution (contraceptive, diapers, and feminine hygiene products). Also if any "syringes" are found please contact CHPR immediately with the whereabouts of the items and DO NOT attempt to remove.

REMEMBER:

Call CHPR immediately following a cleanup project at 919-969-5104. Ask for the Volunteer Coordinator and leave me a message with the precise location of where the trash bags are located so I can arrange for timely pick-up and disposal. Thank you for keeping the parks and trails in the Town of Chapel Hill clean and beautiful.

Questions:

Call Chapel Hill Parks and Recreation @ 919-698-2784 or in case of an immediate threat or emergency call 911.