

## City of Lakewood Volunteer Job Description

**Department: Community Resources**  
**Division: Regional Parks and Golf**  
**Committee: Volunteer Park Steward**  
**Last Updated: February 2015**



### Committee Leadership

Regional Parks Naturalist  
Jody Morse  
(303) 697-6157  
jodmor@lakewood.org

### Schedule

Volunteer Park Stewards must be willing to commit to a varying schedule. Volunteers are asked to participate whenever possible. A variety of park programs and events are available throughout the year, particularly in the spring and summer. Participation in large trail project days (i.e. Earth Day, National Trails Day, National Public Lands Day, etc.) and special events (Grin & Bear It, Haunted Trail, Winter Solstice, etc.) are strongly encouraged. The Park Stewards program is a year-round volunteer opportunity, offering flexible volunteer hours.

### Purpose

The Lakewood Regional Parks Volunteer Park Steward program gives individuals a unique and exciting opportunity to promote our parks and engage with the community, refine public speaking and presentation skills, build problem solving and leadership skills and meet new people. The Volunteer Park Steward's primary purpose is to provide front line assistance to park staff during park programs, volunteer events and/or community outreach events.

### Responsibilities

A Volunteer Park Steward is a highly visible volunteer, serving as a spokesperson and advocate for the regional parks to the local community. Volunteer stewards will assist park staff in the areas of programming, maintenance, and general operations. As a representative of the department, Park Stewards will serve as volunteer leads at special events and public programs; answer questions from the public and distribute information; and support staff when needed.

### Qualifications

The volunteer must be able to prove the following ability to:

- Work with minimal supervision.
- Have the ability to start conversations and advocate for the park.
- Work in variable weather.
- Work weekends.
- Wear provided uniform.
- Physical ability to participate in the planned project.
- Be able to stand for extended periods of time.
- Two to eight hours per month time commitment is preferred.

### Age Requirement

Volunteers under 18 may be accepted in a developmental role.

**Training**

Training will be provided by Regional Parks staff, with additional training and direction provided in the field. Training will include: general park information, natural history and park operations, procedures and policies.

**Dress Code**

Volunteers will receive a volunteer shirt and/or hat. One uniform item should be worn while performing volunteer duties and volunteers are encouraged to wear comfortable work shoes

**Work Environment**

Indoor/Outdoor – This volunteer position participates year-round. The changing Colorado weather is a strong factor. Sun protection and water are recommended

**Punctuality and Absenteeism**

If the volunteer is going to be late or miss a scheduled assignment, they must contact the committee leadership prior to their shift.