



Provincial Park Society

# Park Watch Steward

## 2019 Volunteer Job Description

Position Title	<b>Park Watch Steward</b>
Immediate Supervisor	Shana Barbour, Program Coordinator (shana@friendsoffishcreek.org)
Park Watch Program Description	Park Watch Stewards are a visible presence that encourage responsible park use while providing user education and increasing awareness of issues that relate to a heavily-used urban park. Stewards report their observations to the Friends and Alberta Parks' staff to ensure these organizations can respond to safety, regulatory and/or park maintenance issues that otherwise may go unreported.
Overall Role of Park Watch Stewards	Tour the park to facilitate the recording and reporting of important information to the Friends and Alberta Parks while acting as a friendly and approachable representative of these organizations.
Desired Outcomes	To contribute towards increased responsible use of the park, better-educated park users and an overall healthier, safer and more enjoyable park experience for everyone. The public will become more aware of the Friends' programs, events and opportunities to become involved with our organization.
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Attend mandatory Park Watch volunteer training</li> <li>• Schedule all shifts online via Google calendar</li> <li>• Work in a team of two or more</li> <li>• Complete a minimum of two 2-hour shifts—either cycling or on foot— each month between May 1 to October 31</li> <li>• Wear Park Watch uniform and represent the Friends professionally</li> <li>• Complete Park Watch Steward Report Form clearly and legibly or through the Park Watch app (if available)</li> <li>• Communicate serious/time-sensitive issues to Parks' staff immediately</li> <li>• Notify Supervisor of shift change/cancellation</li> <li>• Promote the Friends of Fish Creek events and volunteer opportunities</li> <li>• Answer questions from and assist the public</li> <li>• Contact Supervisor regarding equipment concerns/restocking needs</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Sign and submit Friends of Fish Creek Volunteer Agreement</li> <li>• Acknowledge the Friends of Fish Creek Volunteer Handbook on MVP profile</li> <li>• Clear Police Information Check (first year Stewards only)</li> <li>• Respectful and approachable to the public</li> <li>• Keen observation and problem-solving skills</li> <li>• Familiarity with Fish Creek Provincial Park is an asset</li> <li>• Basic computer/internet literacy and working email account</li> <li>• <b>Carry a working cell phone with emergency numbers programmed into your contacts, willingness to download and use Park Watch app (if available)</b></li> <li>• Ability to work as part of a team and with the public in a positive manner</li> <li>• Physically fit enough to be active outdoors (walking or biking) for two-hour shifts</li> <li>• <b>Each volunteer should secure a partner who must also attend training (or a partner will be found for you during the training session for the duration of the season)</b></li> </ul>
Time Commitment	<ul style="list-style-type: none"> <li>• At least two 2-hr shifts per month from May 1st to October 31st</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Full day of <u>mandatory</u> volunteer training</li> <li>• Experienced mentor to accompany new teams on first shifts</li> <li>• Optional additional learning opportunities in flora and fauna, conservation, etc.</li> </ul>
Evaluation	Volunteers will be evaluated throughout the course of the program. Volunteers will also be invited to complete an end-of-season Volunteer Experience Survey to provide feedback back to the organization.
Benefits	<ul style="list-style-type: none"> <li>• Involvement in the community, meet new people</li> <li>• Active role in the preservation of Fish Creek Provincial Park</li> <li>• Receive <b><i>Voice of the Friends</i></b> newsletter</li> <li>• Stay informed about upcoming programs and events</li> <li>• Invitation to participate in optional First Aid training</li> <li>• Eligibility for Letter of Involvement</li> <li>• Opportunity to enjoy the outdoors and be physically active</li> <li>• Invitation to Volunteer Appreciation events</li> </ul>
Revised February 11, 2019	