



Stewardship Assistant 2019 Volunteer Job Description

Position Title	Stewardship Assistant
Supervisors	Katie Bakken, Program Coordinator (katie@friendsoffishcreek.org) Shana Barbour, Program Coordinator (shana@friendsoffishcreek.org)
Watershed Stewardship Program Description	The Friends of Fish Creek coordinate many environmental stewardship projects in the park, such as Weed Whackers, Tree Wrapping and Clean-Ups with the goal of raising awareness about issues impacting the health of Fish Creek while simultaneously engaging the community in meaningful activities that contribute to improved watershed health.
Overall Role of Stewardship Assistant	To work towards becoming Stewardship Crew Leaders by shadowing and co-hosting outings with staff and/or trained Stewardship Crew Leaders.
Desired Outcomes	The goal of our Stewardship programs is to educate and raise awareness among outing participants regarding the issue at hand, whether it be invasive species, beaver activity, littering or the potentially harmful impact of human off-trail use in riparian zones while simultaneously making a positive impact on an area of the park.
Tasks & Responsibilities <i>(will vary depending on which programs the Volunteer position relates to directly)</i>	<ul style="list-style-type: none"> • Sign up for shifts using <i>MyVolunteerPage</i> • Host outings that engage volunteers (greeting & signing in volunteers, going over safety orientation, assignment instructions/demonstration to volunteers, taking photos) • Maintain communication with Friends' staff re: outing status via cellphone • Professionally represent the Friends of Fish Creek • Be aware of and work to mitigate any potential hazards associated with task or site. • Take part in and/or lead safety orientation at start of each outing • Supervise and ensure safe use of tools and equipment • Submit Outing Report after each outing to Friends' staff • Participate in various tasks related to stewardship projects
Requirements	<ul style="list-style-type: none"> • Sign and submit Friends of Fish Creek Volunteer Agreement • Acknowledge the Friends of Fish Creek Volunteer Handbook on MVP profile • Basic computer/internet literacy and email access • Working, charged cellphone with Friends'/ABParks contact numbers pre-programmed • Friendly and professional interpersonal skills • Sound physical condition and awareness of personal abilities and limitations • Ability to identify native and invasive plants is an asset (but not necessary)
Time Commitment	Available to co-host 1-2 stewardship outings (2-4hrs each) per month from May to October.
Training	Training will be provided by Friends' staff and on-site mentoring.
Evaluation	Feedback will be provided during mentoring shifts and following receipt of report following each outing. 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"> • Play an active role in the stewardship of Fish Creek Provincial Park • Receive <i>Voice of the Friends</i> newsletter to stay informed about upcoming happenings • Invitation to participate in optional First Aid training • Eligible for Letter of Involvement upon project completion (if requested) • Invitation to Volunteer Appreciation events and opportunities to meet other volunteers
Revised Jan. 29, 2019	