



# Landscape Maintenance Intern

## Volunteer Position Description

**LOCATION:** PCC Rock Creek Campus, Jenkins Estate & HM Terpenning Recreation Complex

**REPORTS TO:** Park Maintenance Specialist or Park Maintenance Coordinator

**AGE REQUIREMENTS:** Must be 16 years or older

**TIME COMMITMENT:** 6 – 15 hours a week for a minimum of three months; must complete a minimum of 180 hours of service total; Tuesday availability is preferred

**POSITION SUMMARY:** This position will assist with landscape maintenance activities at district gardens, sites, and facilities.

### **BENEFITS:**

- Opportunities to build your resume, while getting experience in landscape maintenance.
- Opportunities to learn about the park district, future paid position opportunities, programming and events.
- Opportunities to work with seasoned staff, who have years of experience managing district sites and facilities.
- Obtain experience interacting with park patrons of all interest levels, backgrounds, ethnicities, ages and education levels, as a representative of the park district.
- May receive First Aid, CPR and AED training.

### **SUMMARY OF DUTIES (includes, but not limited to, the following):**

- Provide general landscape maintenance support. This could include trail improvements, planting, weeding, seed collection, irrigation management, plant propagation and/or invasive species management.
- Provide support to gardening clubs or Friends groups at district sites.
- Assist with the setup and cleanup of activities.
- Provide customer assistance and district information to patrons.
- Keep staff informed of unusual situations, safety concerns, injuries and other issues that may arise.
- Promote positive use of district parks and prevent damaging behavior, when appropriate.
- Record volunteer hours through a THPRD online volunteer account or in the Volunteer Hourly Log Book, if one is kept onsite.
- Other related duties as assigned.

**QUALIFICATIONS:**

- Must have basic gardening skills and a willingness to learn landscape maintenance.
- Must be reliable, dependable, confident when speaking to strangers and able to adapt to changes in schedules and situations.
- Must be able work independently and follow instructions.
- CPR, First Aid and Epinephrine certification preferred, but not required.
- Must possess good communication skills and be a team player.

**EXPECTATIONS:**

- Attend all required trainings and meetings.
- A willingness to learn about the park district and park regulations.
- Each volunteer is expected to perform tasks that are within his/her physical capability.
- Each volunteer should understand that as a volunteer he/she is a representative of the park district and should act in a manner that promotes the park district in a positive manner.
- Each volunteer is expected to be timely and available to attend scheduled shifts. If a volunteer is unable to attend their scheduled shift, they need to contact their staff supervisor directly.
- Each volunteer will receive ongoing feedback from their supervisor on how to improve their techniques. A formal evaluation may take place at the end of the volunteer commitment.

**BACKGROUND CHECK:** A background check is required for this position if the applicant is 18 years or older.

**I.D. BADGE:** A photo I.D. badge will be provided for this position.

**WORKING CONDITIONS:** Duties may be performed in indoor and/or outdoor settings. Manual dexterity and coordination are required, making up more than 50% of the work period. Position is typically exposed to noise, fluorescent lights, heat, humidity, sunlight, wind, cold, wet, slippery surfaces and a variety of settings, including ball field, playgrounds, swim centers, trails and natural areas. Position requires long periods of standing, sitting and walking; may also require repetitive foot, arm, shoulder, hand and back movements, crouching, bending, kneeling or reaching.

**APPLICATION INFORMATION:** If you are interested applying for this position at a THPRD facility, submit a completed volunteer application for the appropriate program(s) at <https://www.volgistics.com/ex/portal.dll/ap?ap=1662149983>.



# Landscape Maintenance Intern

## Volunteer Position Description

**LOCATION:** PCC Rock Creek Campus, Jenkins Estate & HM Terpenning Recreation Complex

**REPORTS TO:** Park Maintenance Specialist or Park Maintenance Coordinator

**AGE REQUIREMENTS:** Must be 16 years or older

**TIME COMMITMENT:** 6 – 15 hours a week for a minimum of three months; must complete a minimum of 180 hours of service total; Tuesday availability is preferred

**POSITION SUMMARY:** This position will assist with landscape maintenance activities at district gardens, sites, and facilities.

### **BENEFITS:**

- Opportunities to build your resume, while getting experience in landscape maintenance.
- Opportunities to learn about the park district, future paid position opportunities, programming and events.
- Opportunities to work with seasoned staff, who have years of experience managing district sites and facilities.
- Obtain experience interacting with park patrons of all interest levels, backgrounds, ethnicities, ages and education levels, as a representative of the park district.
- May receive First Aid, CPR and AED training.

### **SUMMARY OF DUTIES (includes, but not limited to, the following):**

- Provide general landscape maintenance support. This could include trail improvements, planting, weeding, seed collection, irrigation management, plant propagation and/or invasive species management.
- Provide support to gardening clubs or Friends groups at district sites.
- Assist with the setup and cleanup of activities.
- Provide customer assistance and district information to patrons.
- Keep staff informed of unusual situations, safety concerns, injuries and other issues that may arise.
- Promote positive use of district parks and prevent damaging behavior, when appropriate.
- Record volunteer hours through a THPRD online volunteer account or in the Volunteer Hourly Log Book, if one is kept onsite.
- Other related duties as assigned.

**QUALIFICATIONS:**

- Must have basic gardening skills and a willingness to learn landscape maintenance.
- Must be reliable, dependable, confident when speaking to strangers and able to adapt to changes in schedules and situations.
- Must be able work independently and follow instructions.
- CPR, First Aid and Epinephrine certification preferred, but not required.
- Must possess good communication skills and be a team player.

**EXPECTATIONS:**

- Attend all required trainings and meetings.
- A willingness to learn about the park district and park regulations.
- Each volunteer is expected to perform tasks that are within his/her physical capability.
- Each volunteer should understand that as a volunteer he/she is a representative of the park district and should act in a manner that promotes the park district in a positive manner.
- Each volunteer is expected to be timely and available to attend scheduled shifts. If a volunteer is unable to attend their scheduled shift, they need to contact their staff supervisor directly.
- Each volunteer will receive ongoing feedback from their supervisor on how to improve their techniques. A formal evaluation may take place at the end of the volunteer commitment.

**BACKGROUND CHECK:** A background check is required for this position if the applicant is 18 years or older.

**I.D. BADGE:** A photo I.D. badge will be provided for this position.

**WORKING CONDITIONS:** Duties may be performed in indoor and/or outdoor settings. Manual dexterity and coordination are required, making up more than 50% of the work period. Position is typically exposed to noise, fluorescent lights, heat, humidity, sunlight, wind, cold, wet, slippery surfaces and a variety of settings, including ball field, playgrounds, swim centers, trails and natural areas. Position requires long periods of standing, sitting and walking; may also require repetitive foot, arm, shoulder, hand and back movements, crouching, bending, kneeling or reaching.

**APPLICATION INFORMATION:** If you are interested applying for this position at a THPRD facility, submit a completed volunteer application for the appropriate program(s) at <https://www.volgistics.com/ex/portal.dll/ap?ap=1662149983>.



# Landscape Maintenance Intern

## Volunteer Position Description

**LOCATION:** PCC Rock Creek Campus, Jenkins Estate & HM Terpenning Recreation Complex

**REPORTS TO:** Park Maintenance Specialist or Park Maintenance Coordinator

**AGE REQUIREMENTS:** Must be 16 years or older

**TIME COMMITMENT:** 6 – 15 hours a week for a minimum of three months; must complete a minimum of 180 hours of service total; Tuesday availability is preferred

**POSITION SUMMARY:** This position will assist with landscape maintenance activities at district gardens, sites, and facilities.

### **BENEFITS:**

- Opportunities to build your resume, while getting experience in landscape maintenance.
- Opportunities to learn about the park district, future paid position opportunities, programming and events.
- Opportunities to work with seasoned staff, who have years of experience managing district sites and facilities.
- Obtain experience interacting with park patrons of all interest levels, backgrounds, ethnicities, ages and education levels, as a representative of the park district.
- May receive First Aid, CPR and AED training.

### **SUMMARY OF DUTIES (includes, but not limited to, the following):**

- Provide general landscape maintenance support. This could include trail improvements, planting, weeding, seed collection, irrigation management, plant propagation and/or invasive species management.
- Provide support to gardening clubs or Friends groups at district sites.
- Assist with the setup and cleanup of activities.
- Provide customer assistance and district information to patrons.
- Keep staff informed of unusual situations, safety concerns, injuries and other issues that may arise.
- Promote positive use of district parks and prevent damaging behavior, when appropriate.
- Record volunteer hours through a THPRD online volunteer account or in the Volunteer Hourly Log Book, if one is kept onsite.
- Other related duties as assigned.

**QUALIFICATIONS:**

- Must have basic gardening skills and a willingness to learn landscape maintenance.
- Must be reliable, dependable, confident when speaking to strangers and able to adapt to changes in schedules and situations.
- Must be able work independently and follow instructions.
- CPR, First Aid and Epinephrine certification preferred, but not required.
- Must possess good communication skills and be a team player.

**EXPECTATIONS:**

- Attend all required trainings and meetings.
- A willingness to learn about the park district and park regulations.
- Each volunteer is expected to perform tasks that are within his/her physical capability.
- Each volunteer should understand that as a volunteer he/she is a representative of the park district and should act in a manner that promotes the park district in a positive manner.
- Each volunteer is expected to be timely and available to attend scheduled shifts. If a volunteer is unable to attend their scheduled shift, they need to contact their staff supervisor directly.
- Each volunteer will receive ongoing feedback from their supervisor on how to improve their techniques. A formal evaluation may take place at the end of the volunteer commitment.

**BACKGROUND CHECK:** A background check is required for this position if the applicant is 18 years or older.

**I.D. BADGE:** A photo I.D. badge will be provided for this position.

**WORKING CONDITIONS:** Duties may be performed in indoor and/or outdoor settings. Manual dexterity and coordination are required, making up more than 50% of the work period. Position is typically exposed to noise, fluorescent lights, heat, humidity, sunlight, wind, cold, wet, slippery surfaces and a variety of settings, including ball field, playgrounds, swim centers, trails and natural areas. Position requires long periods of standing, sitting and walking; may also require repetitive foot, arm, shoulder, hand and back movements, crouching, bending, kneeling or reaching.

**APPLICATION INFORMATION:** If you are interested applying for this position at a THPRD facility, submit a completed volunteer application for the appropriate program(s) at <https://www.volgistics.com/ex/portal.dll/ap?ap=1662149983>.