Volunteer Job Description: Adopt -A-Park /Adopt-A-Trail

Position: Adopt-A-Park/Trail Volunteer
Department: Parks and Recreation
Job Category: Volunteer
Program Supervisor: Mal Atkinson, DPRvolunteers@durhamnc.gov, (919) 560-4355

Incumbents serve as ambassadors to the Adopt-A-Park/Trail (APAT) program with responsibilities for conducting minor trail maintenance and reporting on trail conditions. Volunteers report directly to APAT 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 tail 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 DPR Volunteer Application prior to work day
4. Responsible for completing APAT Service Record on work performed in park or trail and submitting to APAT program supervisor
5. Responsible for completing an adoption agreement with DPR for the Specific Park or trail.
6. Responsible for contacting DPR 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.