



CITY OF BLOOMINGTON
parks and recreation

Volunteer Job Description City of Bloomington Parks and Recreation

Position: Adopt-a-Trail Volunteer

Department: Natural Resources

Job Category: Volunteer

Program Supervisor: Kim Ecenbarger, ecenbark@bloomington.in.gov, (812) 349-3739

Incumbents serve as assistants to the Adopt-a-Trail program with responsibilities for reporting on trail conditions and minor trail maintenance. Incumbent reports directly to the Adopt-a-Trail program supervisor.

Duties:

1. Responsible for visiting trails at least once per month to assess their condition.
2. Responsible for removing sticks and other debris from trails and reporting usually or suspicious events on the trail.
3. Responsible for filling out a one-page report on trail condition at least once per month and returning it to program supervisor.
4. Responsible for coordinating a trail maintenance project, along with program supervisor and trail supervisors, at least once per year.
5. Responsible for committing to the program for at least one year.

Training

1. Volunteers are required to attend a volunteer orientation prior to participating in the program.
2. Volunteers are required to attend a trail maintenance training prior to participating in the program.

Job Requirements:

1. Ability to take directions from program supervisor
2. Ability to communicate with co-workers, other volunteers and members of the general public in a courteous, tactful, and professional manner.
3. Willingness to commit to volunteer experience which includes at least one day per month along with trail maintenance projects at least one day per year.
4. Ability to track and report volunteer hour to the program supervisor by the last day of the month.
5. Willingness to commit to the program for at least one year.
6. Good oral and written communication skills.
7. Volunteers must be at least 12 years of age.

Difficulty of Work:

Some lifting, ability to hike for long periods of time, and ability to be in the elements is required.