



Volunteer Job Description Parks and Recreation

Position: Park Ambassador

Department: Operations

Job Category: Volunteer

Program Supervisor: Amy Leyenbeck, amy.leyenbeck@bloomington.in.gov, (812) 349-3498

Incumbents serve as assistants to the Operations Division with responsibilities for reporting safety and maintenance related deficiencies to park officials for follow-up action.

Duties:

1. Visit park at least once per week to assess the overall condition.
2. Report unusual or suspicious activity taking place in the park.
3. Complete one-page Observation Report on park condition and park activity once per month and submit it to program supervisor.
4. Organize one park beautification work day and schedule with volunteer coordinator a minimum of once per year.

Training:

1. Ambassadors are required to attend a volunteer orientation prior to park assignment.
2. Ambassadors may be asked to attend follow-up training related to safety standards and/or community issues.

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 week along with park maintenance projects at least one day per year.
4. Ability to track and report volunteer hours 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 18 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.