



# Parks & Public Lands

## Adopt-a-Spot Volunteer Job Description

<b>Position:</b>	Adopt-a-Spot Volunteer
<b>Division/District:</b>	Salt Lake City Parks and Public Lands Volunteer Program
<b>Project Duration:</b>	One year with opportunity to renew partnership for another year/s

Adopt-a-Spot Groups are essential in helping Salt Lake City make open space and parks accessible and enriching to citizens, especially youth and underserved areas of our community. Adopt-a-Spot partners may accomplish this in several ways.

1. They may help preserve and maintain open space and trail areas through trash sweeps, weed pulls, tree plantings, wildflower seedings, graffiti cover ups, etc.
2. Groups may also help with community outreach by providing information on proper open space usage (trail etiquette, for example) or by offering to teach nature education courses in their area (guiding classes for youth to learn about particular plants or animals).
3. Finally, Adopt-a-Spot groups may choose to do citizen science projects such as monitoring wildlife, plants, and water or air pollution.

Adopt-a-Spot groups may range in size from a few members to a team of five hundred, but no matter their size they work to make their adopted space inviting and enriching to the community. Adopt-a-Spot groups choose project tasks that suit their group size, goals, and experience.

### **Primary Duties and Responsibilities**

Adopters must give at least 20 hours of project time to their area during their year of partnership. We expect at least one two hour project per month, or a four hour long project once every other month. Groups are welcome to contribute more hours than this as we have groups who even plan hour long projects each week. Some projects are seasonal, so groups should plan ahead to accomplish these 20 project hours.

- Adopt-a-Spot groups will oversee and coordinate projects in their area.
- Adopt-a-Spot projects may revolve around three areas: Conservation and Maintenance, Citizen Science Experiments, and Community Outreach and Education.
- Adopt-a-Spot groups will work closely with SLC Open Space and partnering non-profits who may also work in the area.
- Adopt-a-Spot groups should be strong communicators (including picture taking) and keep in touch frequently with SLC Open Space staff.
- Projects other than basic clean-ups, such as seeding particular wildflowers, planting trees, or repainting of surfaces will need to be approved ahead of time through SLC Open Space staff insuring the tasks are consistent with the program's vision and goals, adhering to City ordinances at all times.

- Adopt-a-Spot groups are responsible for submitting a post project evaluation form each time they host a project at their site. This is emailed to [sherilyn.hirschi@slcgov.com](mailto:sherilyn.hirschi@slcgov.com) within three days of the event.

### **Qualifications**

Open to following instructions from SLC Open Space staff.

Ability to work in a safe manner while outdoors in multi-use areas.

Ability to communicate with co-workers, other volunteers, and members of the general public in a courteous, tactful, and professional manner.

Willingness to commit to coordinating volunteer projects regularly throughout the year.

Ability to track and report volunteer participation and complete other evaluation forms and submit in a timely manner.

Willingness to commit to the program for at least one year.

### **Working Conditions**

Ability to work outdoors in 1 – 3 hour intervals in varying degrees of heat and cold, with the possibility of rain, snow, and wind.

Ability to lift or carry heavy objects or bags. All lifting and carrying must be reasonable to the volunteer's ability.

Ability to walk distances of up to 1 mile while carrying tools and equipment.

### **Training Required**

Training will include an "on-board" orientation which will take place at the SLC Open Space office located at 1965 West 500 South.

Adopt-a-Spot group leader/s must attend a thorough walk through of site prior to the first project with training provided by SLC Open Space staff.

Adopt-a-Spot group leader/s agree to train all volunteers participating in the project.

### **Supplies and Equipment to be used**

Supplies, materials, and equipment can be provided by SLC staff. Volunteers may also use their own tools and equipment but only to complete specified tasks. Safety equipment will be provided when appropriate. Provided equipment may include:

- |                        |                |                    |
|------------------------|----------------|--------------------|
| • Trash bags           | • Hand Pruners | • Brooms           |
| • Gloves               | • Hand Trowels | • Paintbrushes     |
| • Loppers              | • Shovels      | • Paint            |
| • Puncturevine Pullers | • Wheelbarrows | • Scoops for Mulch |

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_