



CHATTANOOGA
PARK STEWARDS



Volunteer Program Handbook



Department of Parks and Outdoors
City of Chattanooga, Tennessee



Welcome to Chattanooga Parks & Outdoors

Thank you for your interest in volunteering for the City of Chattanooga Parks & Outdoors Department. Volunteers are our biggest champions and one of our greatest assets. You are part of a dedicated community who donate their time and talent to ensure the health of Chattanooga's park system. It is our desire to provide you with a rewarding experience. This handbook offers guidelines and support as you begin your volunteer journey.



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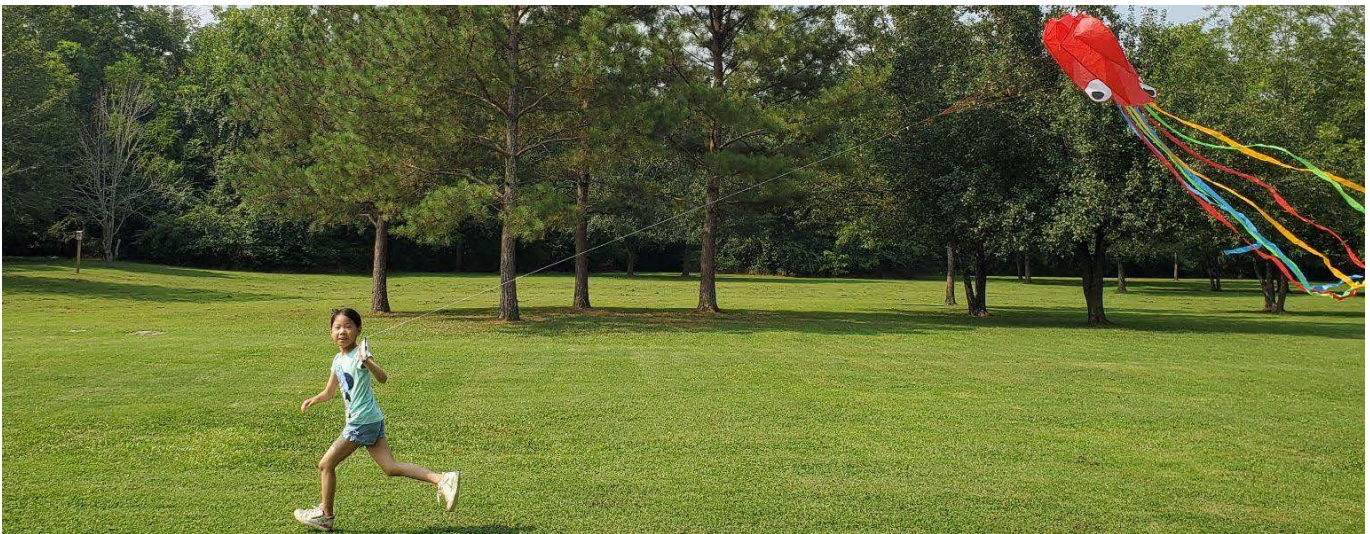


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Chattanooga Parks & Outdoors

The City of Chattanooga has an extensive network of public parks, playgrounds, walking trails, and leisure facilities - 875 acres of parkland at over 80 sites for passive and active recreation by residents and visitors. The Parks Maintenance Division of the Parks & Outdoors Department ensures the health of Chattanooga's park system by overseeing and coordinating operations and maintenance of Downtown Riverparks and streetscapes, city-wide parks, playgrounds, recreation center grounds and greenways. See Appendix A for a full list of parks and associated amenities.

About Chattanooga Parks-

Over 40 full-time and part-time staff are employed by the Parks Maintenance Division. The Parks Outreach Coordinator oversees all aspects of the Chattanooga Parks Volunteer Program and is responsible for supervising volunteers.

Volunteer Program Overview

The mission of the Chattanooga Park Stewards Volunteer Program is to significantly improve the environmental and aesthetic quality of our parks and greenways by organizing and promoting volunteerism and stewardship.

Volunteers are a valuable asset to the Parks Division - providing time, talent, and resources to help ensure the health of the park system. The program also provides an opportunity to educate park visitors and citizens on the importance of stewardship of our parks. Park stewardship is key to guaranteeing that our parks, trails, and greenways will remain safe and clean and be enjoyed for years to come.

The volunteer program seeks to:

- Provide opportunities for volunteers to actively participate in and make a meaningful contribution to the operations of Chattanooga Parks
- Provide volunteers with a positive and pleasant service experience
- Build public awareness of the goals and values of the Chattanooga Park System

Becoming a Volunteer

Volunteer Opportunities

A variety of volunteer opportunities provides diverse levels of involvement for individuals, community groups, and businesses to support the protection and improvement of park resources:

- Park Stewards** - Help ensure the health of the Chattanooga Parks system by assisting with light maintenance activities, reporting maintenance needs and suspicious activity, and encouraging an overall positive use of public space. Park Stewards will work with Parks staff in determining which park will benefit most from their efforts and will be most convenient for them, and commit to twice a month visits for a year.
- Trail Stewards** - Help ensure the health and upkeep of trails and greenways in the Chattanooga Parks system by assisting with light maintenance activities, reporting maintenance needs and suspicious activity, and encouraging an overall positive use of the trails. Trail Stewards will adopt a section of the South Chickamauga Creek Greenway, the North Chickamauga Creek Greenway, the TN Riverwalk or the Stringers Ridge trails. Trail Stewards visit their adopted sites at least twice a month for a year.
- Urban Eco Stewards** - Help with the upkeep and improvement of the environmental assets of the Chattanooga Parks system, such as rain gardens and natural areas. Eco Stewards will work with Parks staff in determining which park will benefit most from their efforts and will be most convenient for them, and are asked to commit to visiting their site twice a month for a year.
- Lead Stewards** - Individuals commit to 40 hrs per year to support the Parks Outreach Coordinator in coordinating and leading volunteer event days and representing Chattanooga Parks at outreach events and community meetings. A Lead Steward also assists park staff by answering or fielding on-site visitor questions and conducting park surveys. Lead Stewards will need to first complete a year in the Park Steward, Trail Steward, or Eco Steward capacity.
- Event Days and Special Projects** - Volunteers can also participate in park projects through scheduled event days, such as MLK Day of Service, Earth Day, and National Trails Day. Occasionally, opportunities to volunteer for special projects such as helping with plant watering during drought or a focused trash clean up will be available. Registration for these opportunities will be available online and information will be distributed via social media and the Park Stewards contact list.



See Appendix B for full volunteer position descriptions.

Volunteer Requirements

For most of our opportunities, the minimum age for volunteers is 14 unless accompanied by an adult. For volunteer events and special projects, the age and adult supervision requirement will be tailored to project needs and specified in the posting. Volunteers who are interested in long-term Steward opportunities must follow the application process, attend an orientation and training session, and sign the volunteer service agreement. Most opportunities require a year-long commitment, with an option to renew annually.

Application Process

1. Submit a volunteer application form (Appendix C).
2. Within a week of receiving your application, the Outreach Coordinator will contact you to discuss available opportunities that match with your interests and skills.
3. A background check will be completed by the City of Chattanooga.
4. If a good match that both meets your interest and fulfills our existing needs is determined, the volunteer(s) will attend an upcoming orientation and training session.



Orientation and Training

Orientation and training sessions are offered online and cover general Chattanooga Parks information, Chattanooga Park Stewards program structure, the importance of this work, general volunteer responsibilities and expectations, safety procedures and tips, points of contact, and reporting procedures.



Volunteer Service Agreement

The Volunteer Service Agreement (Appendix D) outlines the rights and responsibilities for both the volunteer and City of Chattanooga Parks Division. Volunteers are viewed as valued additions to the Division staff. As such, volunteers shall be extended the right to be given meaningful assignments, the right to be treated fairly, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work performed. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals, rules, and procedures of the Division and City. Further details on volunteer expectations, policies, and procedures are outlined in the Volunteer Guidelines Section of this handbook.

Volunteer Benefits

In general volunteering has many benefits, such as helping you reduce stress, keeping you mentally stimulated, and providing a sense of purpose. Volunteering as a Chattanooga Park Steward also provides the following benefits: • Learn about and contribute to the mission of Chattanooga Parks.

- Learn new, transferable skills in park maintenance and public interaction.
- Be a part of a community to better our park system.
- Receive incentives through the volunteer recognition program.
- Be publicly recognized for volunteering at your adopted park/trail.
- Build references and community service hours for employment or academic purposes.

Volunteer Guidelines

General Expectations

- Be reliable; if you agree to do something please try to make sure you do it. If you are unable to fulfill your volunteer requirements, please let us know and we will adjust the mutually agreed upon commitment.
- Participate in required training, including orientation and specialized skills.
- Keep an accurate record of hours served (Reporting Forms in Appendix E) and make sure contact information is up-to-date.
- Treat visitors, staff and other volunteers in a pleasant, professional manner.
- Obey all park rules, regulations, and ordinances.
- Never use profanity or language that is in bad taste.
- Respect all facilities, grounds, equipment, and supplies.
- Respect confidential information.
- Consult with the Parks Outreach Coordinator before assuming any new responsibilities.
- Ask for help if you need it.



Appearance

Volunteers are expected to dress and groom in a manner which reflects good taste and is appropriate for the type of work performed. Do not wear any clothes with references to alcohol, drugs, etc. When working outdoors, please wear closed-toe shoes to protect you from the elements.

Use of Supplies and Vehicles

The Parks Division will provide necessary supplies for most volunteer activities. These supplies are for Chattanooga Park Steward use only and should be returned at the end of the volunteer's service. Volunteers who use personal property while volunteering do so at their own risk. The Department will not reimburse volunteers for items that are lost, stolen, damaged, or destroyed. Volunteers should not use power equipment while performing duties.

Volunteers are not permitted to use city vehicles. Volunteers who use their personal vehicles while conducting volunteer activities assume liability under their own insurance. Volunteers may be able to claim expenses, such as transportation costs, for tax deductions and should speak with a tax professional for more information.

Communicating and Working with Park Staff

Parks Division staff and volunteers will be treated with the same attention and respect. Volunteers do not replace paid staff; rather they enhance paid staff's ability to achieve Chattanooga Parks Division's goals. Crew Supervisors and Workers will be able to answer any questions that arise as volunteers are working in their respective

assignments. The Parks Outreach Coordinator is the main point of contact and supervisor for the volunteers. The Parks Outreach Coordinator will communicate with the volunteer about any program changes, site updates, etc.

Therefore, it is important to keep your contact information up-to-date.

Public Interaction

As a volunteer, you represent the Chattanooga Parks Division and are expected to be friendly with the public. A positive attitude goes a long way. Please provide accurate information to park guests. If you cannot answer their



questions, direct them to other park staff or the Parks Division office. You can also take down their information and submit it to the Crew Supervisor or Parks Outreach Coordinator so Parks staff can handle the inquiry. Occasionally you will get complaints from park guests. Explain that you are a volunteer and either direct them to the right contact or take down their information and submit it to Parks Staff.

Volunteers, while representing the City of Chattanooga, shall not engage in political or religious discussions. Please direct any media inquiries to the Parks Outreach Coordinator.

Injuries, Severe Weather, & Emergencies

Volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program. Everything possible should be done to prevent injuries. The Parks Division continuously strives to reduce risks and ask that all volunteers follow safety rules and instructions. Please report unsafe conditions to your supervisor immediately.

Since most work is performed outdoors, the volunteer should be aware of weather conditions and plan accordingly. Please do not plan to perform your volunteer duties when severe weather such as thunderstorms, tornadoes, and snow/ice are present or in the forecast.

For all serious emergencies, dial 911. Any accident or injury which involves an on-duty volunteer must also be reported to the supervisor immediately. The incident, accident or injury may require the completion of paperwork.

Policies, Procedures, and Ordinances

Park Ordinances and Rules

Please be familiar with the Park Ordinances found online [here](#). Volunteers are responsible for knowing and following park rules. As a volunteer, it is not your responsibility to enforce ordinances and rules; however, you can help educate park guests about rules in a positive manner. Be alert for any unusual occurrences and/or issues and report them to Parks staff and/or police.

Access to Park Offices and Facilities

Volunteers may access park offices during business hours, which are Monday through Friday from 7:30am to 4:00pm. Depending on the volunteer's duties, they may also require access to locked facilities. If this is the case, the volunteer will be provided with a key that must be returned when the volunteer leaves the program.

Discrimination and Harassment

The City is committed to promoting and maintaining a working environment free of all forms of sexual and other unlawful harassment and discrimination. Any form of harassment related to an individual's age, sex, race, color, religion, disability, national origin, protected veteran or military status, sexual orientation, gender identity, ethnic origin, political affiliations, genetic information, marital status or any other protected basis in accordance with applicable federal, state and local laws is prohibited.

Drug, Alcohol and Tobacco Use

The use of illegal drugs and impairment due to drugs and/or alcohol during a volunteer shift or while engaged in

City of Chattanooga business at any time is prohibited. Use or possession will result in termination of volunteer status.

The City of Chattanooga is committed to promoting a healthy environment for its staff and visitors without the hazards associated with tobacco products. The use of tobacco and non-tobacco products designed and used as a substitute for a tobacco product is prohibited in any enclosed areas of City buildings. Tobacco users are responsible for ensuring that all tobacco activity, including the lighting and discarding of cigarettes, takes place at least fifty (50) feet from the doors, windows and ventilation systems of City of Chattanooga buildings. All materials used for tobacco, including cigarette butts and matches, should be extinguished and disposed of in appropriate containers.

Confidentiality

While working as a volunteer you may have access to information about the City of Chattanooga, employees or other volunteers that is not readily available to the general public. Under no circumstances should this information be passed on to any third parties. You should respect the confidentiality of any information that is available to you and keep it restricted at all times.

Separation of Volunteer Service

As volunteers willingly and freely offer services, the Parks Division recognizes the right of volunteers to discontinue their service at any time. Notice of such a decision should be communicated as soon as possible to the Parks Outreach Coordinator.














The Division accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Division. The Parks Division reserves the right to limit the use of volunteers based on staff determination of needs, resources, and policies. Grounds for terminating volunteer service may include, but are not limited to: failing to meet background check criteria; misconduct; use of alcohol or drugs while on duty; property theft; misuse of Parks Division equipment or materials; mistreatment of staff, volunteers or members of the public; imposing religious or political views on others; failure to adhere to the policies outlined in this handbook; and/or failure to perform assigned volunteer duties.














Providing Feedback

Volunteer feedback helps us to set goals, measure progress, and identify ways to improve the volunteer experience. Volunteers are encouraged to give feedback to the Parks Outreach Coordinator at any time. Other forms of gathering feedback may include volunteer meetings and annual surveys.



Chattanooga Parks Directory

Park	Address	Size (est. acres)													
Avondale Park	1305 Dodson Ave	6.9	✓	✓						✓	✓		✓		
Batters Place Tennis Courts	8002 Batters Place Rd	2.0											✓		
Benham Williams Park	430 Williams Dr	1.1		✓						✓	✓				
Boulevard Park	4801 Divine Ave	7.9						✓		✓	✓		✓		
Brainerd Park	1010 N Moore Rd	16.1								✓	✓	✓	✓		✓
Caruthers Park	3300 Brannon Ave	5.3	✓							✓	✓				✓
Carver Park	600 N Orchard Knob Ave	23.8	✓	✓		✓				✓	✓				✓
Champions Club	1096 Lupton Dr	16.2												✓	
Chattanooga Chew Chew	1809 Reggie White Blvd	2.0					✓			✓					
Chattown Skate Park	1801 Carter St	2.1	Equipped with ramps for rollerbladers, skate boarders, and bmx bike riders. Hockey rink.												
Church Street Park	3813 Church St	1.2		✓							✓				
Coolidge Park	150 River St	11.2			✓					✓					✓
DeLong Park	3315 DeLong St	0.1								✓					
DuPont Park	4502 North Access Rd	22.7								✓	✓				
East Chattanooga Park	2409 Dodson Ave	7.6	✓	✓			✓			✓	✓		✓		
East Lake Center Park	3601 Dodds Ave	8.0	✓	✓						✓	✓		✓		
East Lake Park	3000 East 34th St	18.5								✓	✓				✓
Eastdale Park	1312 Moss Dr	5.6	✓	✓						✓	✓	✓	✓		✓
Frederick Park	925 W 38th St	0.6	Open green space.												
Fort Negley Park	1704 Mitchell Ave	0.3								✓	✓				
Frances B Wyatt Park	406 Colville St	2.0	✓								✓	✓		✓	
Glenwood Park	2610 East Third St	2.5		✓									✓		✓
Greenway Farm	3008 Hamill Rd	174			✓		✓							✓	✓
Harris Johnson Park	41 West 28th St	5.3								✓	✓				✓
Hill City Park	18 Trewitt St	0.4								✓	✓				
Hixson Ballfields	5410 School Dr	17.6	✓				✓			✓					
Hixson Park	5401 School Dr	7.5									✓		✓		✓
Inspiration Park	2408 Duncan Ave	0.8													✓
Jack Benson Heritage Park	1428 Jenkins Rd	24.1					✓			✓	✓				✓
Jefferson Park	1730 Jefferson St	3.4								✓	✓				✓
John A Patten Park	3202 Kelly's Ferry Rd	9.7	✓							✓	✓	✓			✓
Lake Hills Park	4395 Bellview Ave	6.0													✓
Lakeside Ballfields	4800 Swan Rd	7.9	✓				✓						✓		
Lookout Valley Park	370 Warren Pl	8.2	✓								✓				
Main Terrain Park	450 West 13th St	2.9						✓							✓
Memorial Auditorium Mini Park	397 McCallie Ave	0.06	Downtown green space.												
Miller Park	928 Market St	1.25								✓					

Park	Address	Size (est. acres)														
Milliken Park	100 West 45th St	2.8	✓							✓						✓
Montague Park	1151 East 23rd St	45.5														✓
Mountain Creek Road Park	1102 Mountain Creek Rd	9.7														✓
Murray Hills Park	4125 Melinda Dr	2.6														✓
North Chattanooga Park	406 May St	2.0	✓							✓						
North River Soccer Complex	4504 North Access Rd	31.5										✓				
Overlook Park	1 South Crest Rd	1.3	Green space with scenic views.													
Park City Park	2606 Cannon Ave	0.3								✓	✓					
Patten Parkway	12 Patten Pkwy	0.2	Downtown linear landscape.													
Perkins Park	860 Vine St	0.2	Green space with gazebo.													
Phillips Park	700 Georgia Ave	0.4	Public art space.													
Piney Woods	5216 Tanner Ave	3.9	Open green space.													
Portland Park	999 Signal Mountain Rd	6.3				✓				✓	✓					
Pringle Park	2613 Long St	0.6		✓												
Renaissance Park	100 Manufacturers Rd	5.8			✓					✓						✓
Ridgedale Safewalk	1300 Buckley St	0.4														✓
Rivermont Park	1096 Lupton Dr	44.3	✓		✓					✓	✓				✓	✓
Riverside Park	1004 Crutchfield St	0.7		✓						✓	✓					
Riverview Bird Sanctuary	1621 Riverview Rd	6.2	Neighborhood green space.													
Riverview Park	1000 Barton Ave	2.2								✓	✓				✓	
Ross's Landing Park	101 Riverfront Pkwy	8.8			✓						✓					
Roy Nelms Park	1609 W 41st St	0.8								✓						
Shepherd Park	2124 Shepherd Rd	10.0				✓				✓	✓	✓	✓			✓
South Chattanooga Park	1151 West 40th St	4.6	✓							✓	✓	✓	✓		✓	✓
Southside Community Park	3501 Central Ave	5.0								✓						✓
St. Elmo Park	4909 St Elmo Ave	1.5								✓	✓					
Stringers Ridge	707 W Bell Ave	92.0														✓
Sylvan Park	700 Franklin St	1.3	Wooded green space.													
Tacoa Park	5205 Tacoa Cir	2.1	✓							✓	✓					✓
Tatum Park	1609 Union Ave	1.2								✓						✓
Ted Bryant Park	1003 East 10th St			✓						✓	✓					
TN Aquarium Plaza	1 Broad St	3.2														
The Sinks Disc Golf Course	4502 North Access Rd	40.8				✓										
Tyner Park	6900 Ty-Hi Dr	22.5	✓									✓	✓			✓
Urban Art Garden	11 N Seminole Dr	0.1	Urban green space.													
Washington Hills Park	4628 Oakwood Dr	9.6	✓				✓			✓	✓	✓				
Watkins Street Park	2411 East 12th St	4.1								✓	✓					
Westside Park	1195 Grove St	3.7	✓							✓	✓	✓			✓	✓
Whiteside Park	756 E MLK Blvd	0.9														✓

Chattanooga Greenways and Trails

Greenway/Trail	Trailhead Name	Latitude	Longitude	Description
North Chickamauga Creek	Greenway Farms	35.124383	-85.216806	Mostly in Greenway Farm Park, this greenway runs along the North Chickamauga Creek.
South Chickamauga Creek	Brainerd Road Trailhead	35.013741	-85.210787	Trailhead on the corner of Brainerd Rd and Greenway View Drive. No parking or public restrooms.
South Chickamauga Creek	Camp Jordan Trailhead	34.998119	-85.200144	The current southern terminus of the South Chickamauga Creek Greenway is in Camp Jordan. Parking and restrooms available.
South Chickamauga Creek	Hawthorne Street Trailhead	35.089286	-85.24559	Located where the street dead ends, this trailhead has parking. No restrooms available.
South Chickamauga Creek	Shallowford Road Trailhead	35.043383	-85.218839	The current northern terminus of the southern section of the greenway. Parking is available.
South Chickamauga Creek	Sterchi Farms	35.083766	-85.227217	The middle of the northern section, Sterchi Farm features a pavilion, restrooms, a boat ramp, and Clamber, Scramble, Traverse - an environmental artwork adventure trail.
South Chickamauga Creek	Riverpoint	35.089242	-85.261815	Located where the S Chick Greenway connects with the TN Riverwalk, this trailhead has parking and restrooms.
Stringers Ridge	Bell Avenue	35.072539	-85.318484	This urban wilderness has over 10 miles of trails with varying difficulty.
Stringers Ridge	Spears Avenue	35.078517	-85.308814	This urban wilderness has over 10 miles of trails with varying difficulty. Restrooms available at this trailhead.
TN Riverwalk	Bluff View Art District	35.054119	-85.304448	Parking available.
TN Riverwalk	Walnut St Bridge	35.055767	-85.307611	Connection to Walnut St Bridge, a pedestrian bridge providing access to the Northshore.
TN Riverwalk	Ross's Landing	35.055701	-85.315527	Access on the downtown riverfront, near the TN Aquarium.
TN Riverwalk	Blue Goose Hollow	35.050204	-85.323727	Trailhead with restrooms, parking, picnic area, and overlook.
TN Riverwalk	Chestnut St	35.027568	-85.320026	Trailhead with limited parking.
TN Riverwalk	Wheland Foundry	35.019263	-85.32367	Trailhead with restrooms and parking.

Appendix B: Volunteer Position Descriptions



Park Steward Position Description

Individuals, businesses, and groups help ensure the health of the Chattanooga Parks system by assisting with light maintenance activities, reporting maintenance needs and suspicious activity, and encourage an overall positive use of public space. Park Stewards will work with Parks staff in determining which park will benefit most from their efforts and will be most convenient for them.

DUTIES

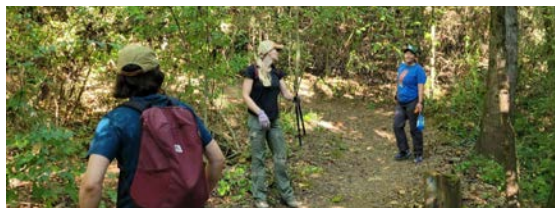
- Maintenance efforts will be tailored to your adopted park and may include:
 - Picking up litter, limbs, and debris.
 - Clearing hard surfaces (parking areas, paths, pavilions, etc.) of dirt, sand, and rocks.
 - Cleaning benches, picnic tables, and signs (occasional re-painting).
 - Light landscaping, such as pulling weeds and adding mulch.
 - Removing vegetation to maintain a clear corridor on walking paths.
 - Checking trees, shrubs, and landscaping. Water as needed, remove dead branches, and report dead vegetation.
 - Removing ash from grills.
 - Janitorial duties during high park usage time?
- Report any damage to facilities - broken water fountains, tables, etc.
- Check conditions of amenities, such as ball courts, play equipment, etc. and report damage • Observe and report suspicious activity
- Be a visible and approachable representative of Chattanooga Parks

QUALIFICATIONS & REQUIREMENTS

- At least 18 years old or 15 if accompanied by an adult.
- Pass a background check
- Able to work independently and take direction from the volunteer program coordinator.
- Able to interact with other volunteers, the public, and parks staff in a professional manner.
- Be committed to the mission and goals of the Chattanooga Parks system.
- Able to work outdoors, in various weather conditions and on natural surface terrain.
- Able to provide own mode of transportation and appropriate outdoor clothing.
- Attend orientation and other relevant training as needed.
- Abide by the rules and regulations of the park and established volunteer policies and procedures as outlined in the Volunteer Handbook.
- Commit to a minimum of two park visits per month for a year.

BENEFITS

- Learn about and contribute to the mission of Chattanooga Parks
- Learn new, transferable skills in park maintenance and public interaction.
- Be a part of a community to better our park system.
- Receive incentives through the volunteer recognition program.
- Be publicly recognized for volunteering at your adopted park.
- Build references and community service hours for employment or academic purposes.



Trail Steward Position Description

Individuals, businesses, and groups help ensure the health and upkeep of trails and greenways in the Chattanooga Parks system by assisting with light maintenance activities, reporting maintenance needs and suspicious activity, and encourage an overall positive use of the trails. Trail Stewards will adopt a section of the South Chickamauga Creek Greenway, the North Chickamauga Creek Greenway, the TN Riverwalk or the Stringers Ridge trails.

DUTIES

- Maintenance efforts for trail upkeep, which include:
 - Picking up litter, limbs and debris.
 - Cutting back encroaching vegetation, with a focus on invasives species.
 - Reporting any damage and/or unsafe conditions.
 - With direct supervision or approval, perform re-grading and/or surfacing.
- Inform patrons of trail use guidelines and distribute trail maps.
- Observe and report suspicious activity.
- Be a visible and approachable representative of Chattanooga Parks.

QUALIFICATIONS & REQUIREMENTS

- At least 18 years old or 15 if accompanied by an adult.
- Pass a background check
- Able to work independently and take direction from the volunteer program coordinator. • Able to interact with other volunteers, the public, and parks staff in a professional manner. • Be committed to the mission and goals of the Chattanooga Parks system.
- Able to work outdoors, in various weather conditions and on natural surface terrain. • Able to provide own mode of transportation and appropriate outdoor clothing. • Attend orientation and other relevant training as needed.
- Abide by the rules and regulations of the park and established volunteer policies and procedures as outlined in the Volunteer Handbook.
- Commit to a minimum of two park visits per month for a year.

BENEFITS

- Learn about and contribute to the mission of Chattanooga Parks
- Learn new, transferable skills in park maintenance and public interaction.
- Be a part of a community to better our park system.
- Receive incentives through the volunteer recognition program.
- Be publicly recognized for volunteering at your adopted trail.
- Build references and community service hours for employment or academic purposes.



Urban Eco Steward Position Description

Individuals, businesses, and groups help with the upkeep and improvement of the environmental assets of the Chattanooga Parks system. Eco Stewards will work with Parks staff in determining which park will benefit most from their efforts and will be most convenient for them.

DUTIES

- Invasive species inventory, monitoring, and removal
- Native species planting, monitoring, and maintenance
- Litter clean up
- Assess overall site conditions such as plant success and erosion issues for potential improvements.
- Help with maintenance priorities for invasive species and landscaping.

QUALIFICATIONS & REQUIREMENTS

- At least 18 years old or 15 if accompanied by an adult.
- Pass a background check
- Able to work independently and take direction from the volunteer program coordinator.
- Able to interact with other volunteers, the public, and parks staff in a professional manner.
- Be committed to the mission and goals of the Chattanooga Parks system.
- Able to work outdoors, in various weather conditions and on natural surface terrain.
- Able to provide own mode of transportation and appropriate outdoor clothing.
- Attend orientation and other relevant training as needed.
- Abide by the rules and regulations of the park and established volunteer policies and procedures as outlined in the Volunteer Handbook.
- Commit to a minimum of two park visits per month for a year.

BENEFITS

- Learn about and contribute to the mission of Chattanooga Parks
- Learn new, transferable skills in park maintenance and public interaction.
- Be a part of a community to better our park system.
- Receive incentives through the volunteer recognition program.
- Be publicly recognized for volunteering at your adopted site.
- Build references and community service hours for employment or academic purposes.



Lead Steward Position Description

Volunteers support the Parks Outreach Coordinator in promoting community stewardship and encouraging an overall positive use of Chattanooga Parks.

DUTIES

- Represent Chattanooga Parks at outreach events and community meetings.
- Interact with park patrons by fielding questions, conducting park surveys, and encouraging adherence to park rules and regulations.
- Identify, coordinate and lead one volunteer project annually, with approval and assistance from Parks Outreach Coordinator.

QUALIFICATIONS & REQUIREMENTS

- Complete a year of service as a Park Steward, Trail Steward, or Urban Eco Steward. • At least 18 years old or 15 if accompanied by an adult.
- Pass a background check
- Able to work independently and take direction from the Parks Outreach Coordinator. • Able to interact with other volunteers, the public, and parks staff in a professional manner. • Be committed to the mission and goals of the Chattanooga Parks system.
- Able to work outdoors, in various weather conditions and on natural surface terrain. • Able to provide own mode of transportation and appropriate outdoor clothing. • Attend orientation and other relevant training as needed.
- Abide by the rules and regulations of the park and established volunteer policies and procedures as outlined in the Volunteer Handbook.
- Commit to a minimum of forty hours annually.

BENEFITS

- Learn about and contribute to the mission of Chattanooga Parks
- Learn new, transferable skills in park maintenance and public interaction.
- Be a part of a community to better our park system.
- Receive incentives through the volunteer recognition program.
- Be publicly recognized for advanced commitment to the Chattanooga Parks system. • Build references and community service hours for employment or academic purposes.

Appendix C: Volunteer Application

CHATTANOOGA PARK STEWARDS VOLUNTEER APPLICATION

Date of Application: _____

CONTACT INFORMATION

First Name: _____ Last Name: _____ Address: _____
Phone: _____ City: _____
State: _____ Zip: _____ Email: _____ *Emergency Contact*

Information

Name: _____ Phone: _____

Relationship: _____ Email: _____

VOLUNTEER INTEREST

How did you hear about the Chattanooga Parks Volunteer Program?

In a few words, describe yourself and what your interest is for Chattanooga Park Stewardship?

Do you prefer to work individually or in a group?

What jobs/tasks do you like most?

PREFERRED PARKS & VOLUNTEER OPPORTUNITIES

Which volunteer opportunities interest you? Check all that apply.

Park Steward (assist with light maintenance activities such as litter pick-up, cleaning amenities, & weeding; report maintenance needs & suspicious activity at specified park)

Trail Steward (assist with light maintenance needs on a specified trail section)

Urban Eco (assist with upkeep and improvements of Parks environmental assets, such as rain Steward gardens and native landscapes)

Lead Steward (support the Parks Outreach Coordinator in coordinating and leading volunteer event days and representing Chattanooga Parks at outreach events and community meetings)

Do you have a preferred park, trail, or greenway? If so please provide name/location.

SKILLS & EXPERIENCE

Check all areas in which you have skills and/or experience:

Litter Control

Landscaping (weeding, planting, etc)

Painting

Trail Maintenance

Plant Identification (particularly invasive or native species)

Environmental Restoration

List any additional skills related to volunteering or working in a park setting:

Do you have any previous volunteer experience?

Yes

No

Do you have any limitations which may restrict your performance of duties?

Yes

No

Please provide one reference:

Name: _____

Phone: _____

Email: _____

Are you under 18 years of age?

Yes

No

Appendix D: Volunteer Service Agreement

Chattanooga Parks Division Volunteer Service Agreement

This agreement made on _____ between the individual noted below (Volunteer) and City of Chattanooga Parks Division shall remain in effect from _____ until _____ unless terminated by either party upon written notice.

Name			
Address			
Email		Phone	

As a volunteer, I intend to donate my services to the Parks Division, and the Parks Division intends to accept the donation of volunteer services. I, the volunteer, understand and agree to the following:

1. I will conduct myself in a safe and courteous manner while participating in the program.
2. I am not to appear for volunteer service under the influence of alcohol or any illegal drugs.
3. I agree not to go beyond the scope of volunteer work agreed to without authorization.
4. I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.
5. Volunteers are not considered City of Chattanooga employees when completing work associated with the Chattanooga Park Stewards Program.
6. I understand the nature of the activities involved and affirm that I am physically fit and able to undertake the stated activities. I have received no guidance from a medical professional preventing me from participating.
7. I am subject to all park rules, regulations, policies, and procedures.
8. I will immediately stop performing any and all activities and notify the appropriate Parks personnel of any injury, with the full understanding that the City bears no responsibility to render first aid or provide any medical services.
9. I grant full permission to use any photographs, videotapes, motion pictures or recordings for publicity purposes City of Chattanooga.
10. As a Volunteer, I agree to release and hold harmless the City of Chattanooga, its agents, employees and all other persons against loss or expense (medical or otherwise), including attorney's fees, by reason of bodily injury, property damage or personal injury arising out of the negligent or intentional conduct of Volunteer while engaging in the activities pursuant to this Agreement. This release does not apply to liability due to the sole negligence of the City of Chattanooga.

The City of Chattanooga will provide the following:

1. Staff support and project-related training when appropriate.
2. Necessary materials and tools.

Volunteer Signature: _____ Date: _____ Parks

Division Representative: _____ Date: _____

PARENTAL ENDORSEMENT TO BE COMPLETED IF THE VOLUNTEER/PARTICIPANT IS UNDER 18 YEARS OF AGE I

certify that, as parent/guardian with legal responsibility for this Volunteer, do hereby consent to and agree to his/her release as provided above, and for myself, my heirs, assigns, and next of kin, release and agree to indemnify and hold harmless the City of Chattanooga, its agents and employees from any and all liabilities incident to my minor child's voluntary participation to the fullest extent permitted by law.

Signature: _____ Date: _____

Printed Name: _____

Appendix E: Reporting Forms

Chattanooga Park Stewards Volunteer Program

Park Steward Quarterly Report

Volunteer/Group Name: _____

Phone: _____ Email: _____ Park Name: _____

Date	Tasks Completed	Hours	Number of Volunteers

Total hours served: _____

Please let us know of any problems you see at your adopted park site. Call 911 with all emergencies.

I verify that the information listed above is correct and that all volunteer activities performed during this quarter are in compliance with my Park Steward Volunteer Service Agreement and all policies, procedures, and regulations of the City of Chattanooga Parks Division Volunteer Program.

Volunteer Name (Printed): _____

Volunteer Signature: _____

Date: _____

Please return forms to: Sofia Rudakevych, Parks Outreach Coordinator

Email: surudakevych@chattanooga.gov

Chattanooga Park Stewards Volunteer Program

Trail Stewards Quarterly Report

Volunteer/Group Name: _____

Phone: _____ Email: _____ Trail Name & Section:

Date	Tasks Completed	Hours	Number of Volunteers

Total hours served: _____

Please let us know of any problems you see at your adopted trail site. Call 911 with all emergencies.

I verify that the information listed above is correct and that all volunteer activities performed during this quarter are in compliance with my Park Steward Volunteer Service Agreement and all policies, procedures, and regulations of the City of Chattanooga Parks Division Volunteer Program.

Volunteer Name (Printed): _____

Volunteer Signature: _____

Date: _____

Please return forms to: Sofia Rudakevych, Parks Outreach Coordinator
Email: [surudakevych@chattanooga.gov](mailto:srudakevych@chattanooga.gov)

Chattanooga Park Stewards Volunteer Program

Urban Eco Steward

Quarterly Report

Volunteer/Group Name: _____

Phone: _____ Email: _____ Park Name & Section:

--

Date	Tasks Completed	Hours	Number of Volunteers

Total hours served: _____

--

Please let us know of any problems you see at your adopted site. Call 911 with all emergencies.

I verify that the information listed above is correct and that all volunteer activities performed during this quarter are in compliance with my Park Steward Volunteer Service Agreement and all policies, procedures, and regulations of the City of Chattanooga Parks Division Volunteer Program.

Volunteer Name (Printed): _____

Volunteer Signature: _____

Date: _____

Please return forms to: Sofia Rudakevych, Parks Outreach Coordinator

Email: [surudakevych@chattanooga.gov](mailto:srudakevych@chattanooga.gov)

Appendix F: Resources

Park Information

- Parks Locator Map: <http://pwgis.chattanooga.gov/ParksLocator/>
- City of Chattanooga Parks Website :<https://chattanooga.gov/parks>
- Park Rules and Ordinances:
https://www.municode.com/library/tn/chattanooga/codes/code_of_ordinances?nodeId=CH26PAPL
- <https://chattanooga.gov/parks/volunteer>

Natural Resources

- Native Plants for Tennessee: <https://tynnativplants.wordpress.com/>
- Tennessee Invasive Plants Council: <http://www.tnipc.org/>

