

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Student Conservation Corps/Trails Crew Coordinator
Reports to: Volunteer Program Manager
Position Status: Part-Time / Seasonal
Pay Status: Hourly

JOB SUMMARY

Under general supervision of the assigned Volunteer Program Manager, solo-leads a group of 4 to 24 students who perform a variety of duties related to invasive species removal and restoration of park areas. Work may involve physical field work, removing ivy, scotch broom, and other invasive plants from local parks, including Blakely Harbor Park, Fort Ward, Gazzam and Pritchard Park.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Acts a crew supervisor for a group of SCoCo members
2. Mentors and coaches assigned SCoCo members at the direction of the assigned Volunteer Program Manager
3. Directs crew and participates in removing English ivy from trees and surrounding area with a variety of tools
4. Directs crew and participates in removing English ivy ground cover with tools and by hand
5. Directs crew and participates in pulling or cutting Scotch broom with tools or by hand
6. Directs crew and participates in removing other invasive plant species with tools or by hand
7. Directs crew and participates in performing work relating to planting and care of trees, shrubs, and flowers
8. Directs crew and participates in performing restoration work such as planting native species at previous work sites
9. Engages in conservation education through hour-long lunch break speaker visits
10. Performs other duties and responsibilities as assigned by supervisor

QUALIFICATIONS

- Must be at least 21 years of age
- Must have experience working with youth or young adults (preferably ages 15-19), teaching or environmental education is a plus
- Must have experience with conservation work skills or related skills such as trail maintenance, trail construction, habitat restoration, construction, landscaping, and gardening

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have strong experience teaching or working with youth
- Must be able to maintain a positive work environment and motivate students
- Must be willing to work outdoors
- Ability to use tools in a responsible and safe manner
- Ability to work harmoniously in a group
- Demonstrate punctual and reliable work habits
- Willingness to accept supervision and to communicate effectively with supervisors and peers
- Ability and enthusiasm to learn new job-related skills as required
- Can be trusted to work without direct supervision and take initiative where appropriate
- Ability to use time efficiently and effectively

- Ability to interact with the public in a positive and courteous manner
- Must have a valid driver’s license for 3+ years
- Must meet criminal background check standards for working with children

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking work environment. Work is performed outdoors at a Park District park location.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform physical requirements of trail and landscape maintenance at the most rigorous level.
- May experience exposure to extended periods of sun, rain, cold temperatures, wind and potentially uneven terrain that may contain trip hazards.
- The ability to perform parks services duties that require sustained, strenuous physical exertion that includes activities such as lifting heavy items up to 50 pounds, stacking, pushing, pulling, bending, twisting, climbing and standing for extended periods.
- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature