

**Position Title: Park Steward**

Reports To: Volunteer Manager

**Position Summary:** Park Stewards take part in the maintenance and restoration of the 100-acre Columbia Springs natural area. This may include landscaping projects, walking trails, planting native plants, removing invasive species, and general park maintenance duties. Park volunteers can 'adopt' a particular area of our site or receive new work orders at each shift. In addition, all volunteers have the opportunity to host outreach booths at off-site events or volunteer at special events throughout the year.

**Commitment:** Park Steward volunteers are expected to commit to a semi-regular schedule to help care for the 100-acre area. Shift times and lengths are flexible, but are generally three hour shifts during normal business hours. Volunteers are expected to communicate in a timely manner with the Volunteer Manager regarding their schedule and participation in events.

**Onboarding:** New volunteers are expected to fill out the volunteer application, schedule a meeting with the Volunteer Manager, pass a background check, and attend training (or make other arrangements with the Volunteer Manager). Training is scheduled throughout the year and addresses volunteer safety and expectations, the ecology of the site, and details about Columbia Springs history and operations.

**Essential Duties and Responsibilities:**

- Support and maintain the Columbia Springs natural area and trails
- May participate in the following tasks: planting trees, removing invasive species, spreading mulch, trail maintenance, minor repairs to site features, installing signage, or litter pickup
- Use tools appropriately and clean up when finished
- Communicate progress to Volunteer Manager and develop work orders for other park steward volunteers
- Work with the Volunteer Manager to provide feedback on program activities
- Follow all policies and procedures set out by Columbia Springs

**Qualifications:**

- Desire to work outdoors and contribute to park management
- Must be enthusiastic about educating people and connecting them with nature
- Must be able to navigate our natural area, which includes hills and rocky trails
- Work and communicate effectively and respectfully with others
- Dependable and punctual
- Self-directed and willing to take initiative
- Work with staff to provide feedback on program activities
- Follow all policies and procedures set out by Columbia Springs

**Benefits:**

- Training and a lifelong learning experience
- Spending time outdoors, hiking, watching your work benefit a park
- Admission to workshops, as well as volunteer-specific tours and events
- Program apparel, including a t-shirt and nametag
- Recognition events
- The opportunity to meet new people and learn more about Columbia Springs

---

For more information, please contact the  
Volunteer Manager at 360-882-0936 ext. 222 or [volunteering@columbiasprings.org](mailto:volunteering@columbiasprings.org)  
Visit our website at [www.columbiasprings.org/volunteer](http://www.columbiasprings.org/volunteer)