

**Position Title: Crew Leader**

Reports To: Volunteer Manager

Position Summary: Columbia Springs cares for our 100-acre natural area through service events. Crew Leaders take part in the maintenance and restoration of our natural area by leading groups of participants at public and private service events. Crew Leaders provide logistical support for the event, lead small groups of volunteers, provide direction for projects, and help wrap-up events. Service projects may include planting trees, trail maintenance, removing invasive species, and other park improvement projects. In addition, all volunteers have the opportunity to host outreach booths at off-site events or volunteer at special events throughout the year.

Commitment: Crew Leaders are expected to commit to supporting three service events each year, which are scheduled throughout the year. Each service event is typically 4 hours long, including set up and take down. 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), and shadow and event. 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 by leading groups of volunteers at public and private service events
- Help with set-up and clean-up
- Take ownership over projects and oversee completion
- Provide leadership and direction to participants at service events
- Ensure safety of all participants
- Work with staff 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/forest health
- Comfortable leading small groups of volunteers (after training)
- Must be enthusiastic about educating people and connecting them with nature
- Work and communicate effectively and respectfully with others
- Dependable and punctual
- Self-directed and willing to take initiative

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
Visit our website at www.columbiasprings.org/volunteer