

## **PARK STEWARD PROGRAM CONDITIONS & AGREEMENTS**

This page will be reviewed and completed during the on-site meeting.

This arrangement between the Arlington County Department of Parks and Recreation, hereinafter referred to as “DPR” and \_\_\_\_\_, hereinafter referred to as the “Park Steward”, entitles the Park Steward to accept and perform volunteer service functions at \_\_\_\_\_ (park name, area).

The following conditions shall apply:

### **Volunteer Registration**

A volunteer is an individual who performs services for the County without pay and who performs them subject to supervision by County officers or employees. Volunteers serve without regard to race, color, national origin, gender, age, marital status, sexual orientation, and/or disability. All volunteers must be officially registered by the Department of Parks and Recreation Volunteer Office prior to performance of any task.

Park Stewards become registered volunteers for work at their site once their application is signed by the Park Manager. All additional volunteers serving at events led by Park Stewards must register as Arlington County volunteers prior to participation by signing the *Group Registration Form* for that day.

Volunteers under 16 years of age must have a parent/guardian signature to participate and must be supervised by a parent/guardian or group leader (over the age of 18) at all times.

Volunteers ages 16 & 17 must have a parent/guardian signature to participate.

**Volunteer Service at the Discretion of DPR:** DPR accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Park Stewards agree that the relationship between DPR and the Park Steward may be terminated by either party without cause. Notice of such a decision should be communicated as soon as possible to all parties involved.

**Volunteer’s Rights & Responsibilities:** Park Stewards are viewed as a valuable resource to DPR, its staff, and the County. Stewards will be acknowledged on the County’s webpages. Park Stewards have the right to meaningful assignments, full participation, recognition for work done, and effective supervision including an annual on-site assessment with Natural Resource and/or Park Management staff. In return, volunteers shall agree to actively perform their duties to the best of their abilities.

Park Stewards are responsible for

- Identifying issues and opportunities for action by volunteers for the beneficial management of natural resources and natural areas and the protection of native ecosystems and native wildlife.
- Leading group (ie 5 or more persons) service projects, ideally at least four a year.
- Submitting all new or group service projects to DPR staff (the Park Manager, Natural Resource Specialist, and Team Lead) for approval by email at least three weeks in advance. Any debris

collected or removed (invasive vegetation, trash, etc) is to be placed next to trash receptacles or at designated locations.

- Conducting an annual on-site assessment with staff, scheduled through the Natural Resource Specialist. The annual assessment should include the Steward, a member of the Natural Resources team, and a member of the Park Management team.

**Attendance:** Park Stewards are expected to perform their duties on a timely basis as they have schedule them. If expecting to be absent from a scheduled group event, volunteers should inform the Natural Resource Specialist and the Arlington Master Naturalist (ARMN) Service committee as far in advance as possible so that alternative arrangements may be made.

**Recording Service Hours:** Individual volunteers are responsible for accurate completion and timely submission of hours worked. Park Steward's hours are to be recorded through their ARMN and Tree Stewards of Arlington & Alexandria (TSAA) database systems. Hours served by other volunteers at group events led by Park Stewards are to be reported to [naturalresources@arlingtonva.us](mailto:naturalresources@arlingtonva.us), or by using the online reporting form. A copy of all completed *Group Registration Forms* should be attached.

**Materials & Supplies:** Park Stewards may request supplies for group events from DPR, which will provide them as able. Supplies should be requested by email at least two weeks in advance. Volunteers are responsible for returning unused supplies. Any property that is damaged should be returned to its original condition. Supplies that may be available include trash bags, gloves, poison ivy cleanser, and hand tools such as clippers, shovels, etc.

**Representation of DPR:** Prior to any action or statement which might significantly affect or obligate DPR, Park Stewards should seek consultation and approval **from DPR, by emailing their park's Manager**. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organizations, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of DPR as specifically indicated within their job descriptions and only to the extent of such written specifications.

**Dress Code:** As representatives of DPR, Park Stewards, like staff, are responsible for presenting a positive image to the community. Volunteers shall be identified as such through wearing shirts, name badges or other methods provided by DPR, ARMN or the TSA&A. Volunteers shall dress appropriately for the conditions and performance of their duties.

### **Risk Management**

Park Stewards will be informed of any known hazardous aspects, materials, equipment, processes or persons which they may encounter while performing volunteer work and will be trained and equipped in methods to deal with identified risks. Work may only be performed in the designated area.

### **Safety**

Park Stewards – at all times but especially when supervising other volunteers - should:

- Begin with a review of safety procedures
- Call 911 immediately if anyone is seriously injured
- Have a first aid kit on hand for small emergencies
- Wear proper clothing, footwear, and protective gloves when working
- Be aware of their surroundings
- Stay hydrated and take breaks on a regular basis
- Report dangerous conditions to (703) 228-6525

Park Stewards and volunteers they supervise may not:

- Apply any chemical applications, including lime, fertilizers, etc.
- Use power tools
- Work in a road, close to the edge of a road, or on narrow medians
- Pick up liquid or semi-liquid blood, hypodermic needles or other medical waste, soiled clothing or articles. Report the above items to Parks & Natural Resources at (703) 228-6525
- Work in inclement weather that raises risks to participants
- Participate under the influence of drugs and/or alcohol

If an incident occurs, Park Stewards must report the incident/injury within 24 hours to the Park Manager and the Natural Resource Specialist and should also report as required to ARMN and TSAA. This is true whether or not the volunteer intends to apply for insurance benefits as listed below.

**Insurance coverage for volunteers:** Liability insurance is provided for all registered volunteers engaged in volunteer work with DPR. The insurance is secondary to the volunteers' own insurance coverage. To be eligible to receive these benefits, the volunteer must report the incident/injury within 24 hours to the Park Manager and the Natural Resource Specialist. The supervisor shall fill out a Report of an Incident of Hazardous Situation and submit to his/her supervisor.