



GREEN KIRKLAND
PARTNERSHIP
Volunteer Position Description

- POSTION:** **Green Kirkland Steward (Lead Volunteer)**
- REPORTS TO:** Green Kirkland Partnership staff
- LOCATION:** City of Kirkland parks, WA (various locations)
- POSTION TYPE:** Volunteer, with 2+ year term of service expected
- POSITION DESCRIPTION:** The Green Kirkland Partnership (GKP) is a program to restore over 400 acres of natural areas in the City of Kirkland parks. Green Kirkland Stewards coordinate with GKP staff to adopt an area of a City park with natural space and lead long-term volunteer based restoration efforts that make on the ground improvements a reality. Stewards receive valuable training and access to the resources necessary to conduct their restoration work.
- SPECIFIC DUTIES:**
- Serve as key contact person for Green Kirkland Staff
 - Coordinate volunteer restoration events and activities in designated natural area/park
 - Supervise and support on-site Restoration volunteers
 - Submit timely event and materials requests, sign-in sheets and work logs
 - Coordinate with GKP staff to develop yearly restoration and planting plans
 - Attend New Steward Orientation or complete new steward requirements with GKP staff person
 - Attend training events
- REQUIRED QUALIFICATIONS:**
- Ability to coordinate and host at least 2 volunteer events per year. Expected to host up to 25 Restoration volunteers on own; occasionally co-host larger groups (25 to 150) with GKP staff or contractors.
 - Ability to organize and manage diverse activities and set priorities; flexible under pressure
 - Ability to develop and maintain positive working relationships with staff, volunteers, donors, community supporters and Kirkland residents
 - Ability to work under physically demanding conditions including cold and wet weather
- DESIRED QUALIFICATIONS:**
- Experience coordinating and leading events
 - Knowledge of natural areas restoration and invasive species removal practices
 - Knowledge of Pacific Northwest native flora and common invasive plants
 - Experience with teaching youth or adult volunteers in an environmental education setting
 - Good organizational, communication, interpersonal and computer skills
- IF INTERESTED, CONTACT:** Green Kirkland Partnership, greenkirkland@kirklandwa.gov or 425-587-3306

For more information on the Green Kirkland Partnership: www.greenkirkland.org

August 7, 2017