



## **Volunteer Position Description**

**Title:** Parks Maintenance Assistant

**Department or Team:** City of Kirkland Department of Parks and Recreation

**Reports to:** Ryan Fowler or Jodie Galvan, Parks Maintenance Supervisor

**Description of Role:** To assist staff with maintaining landscaping areas in City parks and at City facilities.

### **Primary Responsibilities:**

- Plant, tend, weed, and reforest assigned areas
- Pick up debris and remove
- Assist with other parks projects as assigned

### **Secondary Responsibilities:**

- Interact with City Staff and the public in a professional and respectful manner.
- Utilize the City's online database to log all volunteer hours.

### **Skills Needed:**

- Willingness to learn and follow all procedures/protocols
- Project a professional image/positive attitude
- Willingness to wear City Volunteer identification and safety vest
- Ability to successfully complete criminal history/background check

**Age Requirement:** 18+

**Court Ordered: Yes,** must meet prerequisites:

- Minimum 30 hours, issued by court-order
- Court deadline must not be sooner than 30 days
- Provide a copy of court order with service details
- Available weekdays, begin at 5:30 am for half-day or full-day assignments
- Successfully complete criminal history/background check

### **Physical Requirements:**

- Must be able to stoop, bend, and kneel
- Must be able to pick up and carry up to 30 lbs
- Must be able to work outside in cold or damp conditions

### **Desired Experience:**

- Persons with a horticultural background or interest are preferred

**Time Commitments:** Average of 1-3 hours per week; Minimum 3 month commitment.  
[Additional requirements for court-ordered service, including 30 hours minimum—see above)

### **Position Description reviewed and understood**

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_