



## **Volunteer Position Description**

**Title:** Pedestrian Flag Crosswalk Volunteer

**Department:** Public Works

**Reports to:** David Gourlie, Engineering Program Assistant, 425-587-3867, dgourlie@kirklandwa.gov

**Description of Role:** Check/maintain one (or more) assigned pedestrian flag crosswalk(s)

### **Primary Responsibilities:**

- At least once a week, check the flag holders at the crosswalk to see if the appropriate number of flags is in the holders.
- Get additional ped-flag supply from staff ped-flag contact, as needed (listed above); Replace missing or damaged ped flags, as needed.
- Find coverage during absences of 2 or more weeks
- Help to find replacement volunteer if unable to continue your responsibilities
- Monthly record your volunteer hours online or by emailing to ped-flag contact

### **Skills Needed:**

- Reliable and available for a minimum commitment for at least 2 years
- Able to work well independently
- Access to and from assigned pedestrian flag crosswalk
- Successfully complete background checks and other screening
- Able to report volunteer hours in a timely manner

**Age Requirement:** 18+

**Court Ordered:** No

**Desired Experience:** None specific.

### **Time Commitment:**

- Minimum commitment of at least 2 years, average 1 hour per week

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

Volunteer's Signature: \_\_\_\_\_

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

Volunteer Coordinator: \_\_\_\_\_

(see back page for more details)

# CITY OF KIRKLAND

## Pedestrian Flag Crosswalk Program

Thank you for volunteering for the “Pedestrian Flag Crosswalk Program.” By adopting the crosswalk on/at \_\_\_\_\_, you are supporting Kirkland’s ideal of citizen volunteerism and enhancing Kirkland’s sense of community. Your responsibilities to maintain the ped-flag crossing are quite simple yet very important.

Once the pedestrian flag holder equipment is in place at your crosswalk, you will be supplied with a bundle of ped flags. Your responsibilities are as follows:

- At least once a week, check the flag holders at the crosswalk to see if the appropriate number of flags is in the holders. This will be a maximum of eight for the entire crosswalk (for example, four flags in each holder). If you find less than six flags at the crosswalk use the flags you were given to replace the missing flags.
- When you are almost out of replacement ped flags contact your ped-flag staff contact\* listed below to receive a new supply.
- If you will not be able to maintain your crosswalk for two weeks or more please ask a friend or neighbor to fill in during your absence. If a substitute cannot be found, please call your ped-flag contact\* to let them know.
- If you become unable to continue your responsibilities and cannot find a permanent replacement, please contact me\*. I will try to help find a new volunteer, but if none are available, the City may have to remove the ped flag holders at your crosswalk.
- Timesheets; your volunteer time is also important; recorded hours are needed to be eligible for State L&I coverage for volunteer workers and to help the city record the hours that are contributed to the city by volunteers. They are collected quarterly (the 1st of April, July, October and January) and can be recorded online at the volunteer website or by emailing them to [dgourlie@kirklandwa.gov](mailto:dgourlie@kirklandwa.gov) .
- **A safety note:** Please remember that a flag is an aid to enhance your visibility but does not guarantee that a vehicle will stop for you, always use caution when crossing with a flag.

\***Ped-flag contact:** David Gourlie, Engineering Program Assistant, 425-587-3867 or [dgourlie@kirklandwa.gov](mailto:dgourlie@kirklandwa.gov)