Eugene Park Stewards - Volunteer Intern Position Description

Position Title: Volunteer Coordinator Assistant (Intern)

Purpose:
Parks and Open Space has three Regional Volunteer Coordinators who facilitate wide ranging volunteer opportunities for all ages and backgrounds. Volunteers provide essential stewardship for parks and natural areas within Eugene which address the needs of Parks and Open Space and build an informed and engaged community. The Community Gardens Program is also managed by the Eugene Park Stewards now and will be part of the internship position.

Essential Duties:
• Assist with volunteer events, which includes: loading and unloading tools, material, and supplies.
• Work well with volunteers on site, which includes: monitoring for safety, working within appropriate tasks for the day, and having the right tool for the job.
• Assist with outreach/education efforts.
• Maintain good working relationships with City staff and volunteers.
• Perform additional tasks as requested.

Required knowledge, skills, and abilities:
• Strong interest in or knowledge of parks and natural area maintenance.
• Ability to follow instructions and pay attention to detail, especially from a project or event management perspective.
• Willingness to work in inclement weather conditions.
• Ability to be flexible, cooperative, and to work as part of a group or individually.
• Commitment to being respectful of others at all times.
• Basic knowledge of tools used in gardening/landscaping.
• Ability to perform gardening type work including kneeling, bending, digging, hauling wheelbarrows, and lifting up to 40 pounds.

Time Commitment:
Time commitments can be geared to meet the needs of each intern to the degree that the days and times match the volunteer projects schedule. A Friday and Saturday work schedule will likely be best. There is no monetary compensation for this position.

Training Provided:
On-the-job training will be provided related to the function of Eugene Park Stewards within the community and within Parks and Open Space. Specific training as needed.

Contact: If interested in applying for an internship for the Spring or Summer 2015, please contact Lorna Baldwin, at 541-682-4845 or lorna.j.baldwin@ci.eugene.or.us.