



JOB DESCRIPTION

Job Title:	Greenprint Park Steward	Reports to:	Volunteer Coordinator
Work Status:	Part Time, 16-20hrs per week	FLSA Status:	Non-exempt
Pay Rate:	\$11.50	Time Frame:	February through June

BACKGROUND

The Greenprint Park Steward (GPS) will assist the Pittsburgh Parks Conservancy in providing volunteers with safe, meaningful, and fun experiences in restoring the Hill District's parks and greenspaces. The GPS leads greenspace maintenance and volunteer work sessions at Cliffside Park and other targeted green spaces in the Hill District, conducts community outreach, and recruits volunteers.

Based on his or her interests and capabilities, the GPS will work closely with Conservancy staff to gain field experience in horticulture and ecological restoration techniques, and will be coached in working with volunteers and leading work sessions. The GPS will shadow the Volunteer Coordinator to build skills in landscape and volunteer management, and will attend Volunteer Days at other parks in order to gain leadership experience.

This is a grant-funded, part-time position. Grant funds will also pay for all necessary materials, volunteer day supplies, mileage reimbursement, etc.

SPECIFIC DUTIES

- Implement restoration projects identified with or by Parks Conservancy staff.
- Do site preparation, including obtaining plant materials and other supplies, organizing tools and bringing them to the project site, removing invasive plant species, and other site preparations.
- Manage purchases and ensure that budget is met.
- Keep tools in clean, working condition.
- Provide refreshments for volunteer sessions.
- Assist in recruiting, motivating, and retaining new volunteers.
- Provide direction, instruction and on-site supervision to volunteer groups and individuals.
- Document volunteer contributions, including number of program hours worked, number of participants, and work tasks accomplished for each volunteer outing.

PREFERRED SKILLS

- Genuine interest in learning about and protecting the environment.
- Ability to work independently.
- Effective verbal and written communicator.
- Safety conscious.
- Well organized.
- Ability to inspire and motivate people.
- Flexible, with a good sense of humor.

REQUIREMENTS

- Resident of the Hill District.
- Current, valid driver's license and transportation (The Parks Conservancy will reimburse for mileage.)
- CPR/First Aid Certified (PPC will cover the cost for necessary certification and training).
- Ability to learn and apply environmental restoration concepts.
- Ability to plan and implement projects and perform tasks in a timely, efficient, and enthusiastic manner.
- Ability to direct the work of small groups and individuals.
- Ability to work outside in all weather conditions.
- Ability to use tools such as shovels, rakes, and picks.
- Ability to navigate steep slopes.
- Ability to lift and carry items up to 50 pounds and kneel, bend, and reach overhead.
- Ability to use Microsoft Excel

To apply please visit send a cover letter and resume to info@pittsburghparks.org.