

Montgomery County Parks Department
9500 Brunett Avenue Silver Spring, MD 20901
Phone (301) 495-2504

VOLUNTEER JOB DESCRIPTION

JOB TITLE: Parks Courier
LOCATION: Montgomery County Park Facilities – based out of Parkside Headquarters
9500 Brunett Ave, Silver Spring, MD
TIME: Assistance required throughout the year, weekdays between 7am – 4 pm

JOB DESCRIPTION:

Montgomery County Department of Parks operates a parks system of 407 parks on over 34,000 acres across the county. The smooth operation of this large system relies on the timely movement of information, correspondence and materials by way of an internal courier traveling between the primary business centers of our system. A Parks Courier Volunteer works under the supervision of the Director of Parks Office and helps to ensure that managers and staff have what they need to operate effectively.

DUTIES AND RESPONSIBILITIES INCLUDE:

1. Report to Parkside Headquarters and complete assigned route
2. Collect, sort, and distribute mail/materials to park facilities
3. Ensure assigned vehicle has fuel for next day
4. Serve as Park staff representative
5. Ensure all work is performed in accordance with instructions provided by staff supervisor
6. Maintain high standard of safety and confidentiality
7. Serve as additional eyes and ears on park property and during courier routes. Report issues as trained
8. Wear assigned Park Police Volunteer uniform and ID badge

QUALIFICATIONS:

1. Ability to follow directions and safety procedures
2. Ability to read and interpret street maps
3. Ability to lift up to 50 lbs
4. Good driving record
5. Solid communication skills and positive team attitude

REQUIREMENTS:

1. Must be at least 21 years of age
2. Complete an approved Defensive Driving course
3. Background check required

TRAINING:

Volunteers will be provided on the job training by staff supervisor including safety considerations and courier route. Defensive Driving Course will be made available and required of all volunteers who are assigned to drive Commission Vehicles. Volunteers will be issued an ID/code and receive training for use of Gas Boy Fuel System.

BENEFITS TO VOLUNTEER:

1. Take on critical role in helping Montgomery Parks operate as effectively as possible
2. Opportunity to contribute to programming in which he/she may participate
3. Enjoy meeting network of Parks staff and seeing different operational areas