

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

VOLUNTEER JOB DESCRIPTION

JOB TITLE: Resource Mapping and GIS Assistant

LOCATION: Park Planning and Stewardship Division
1109 Spring Street, Suite 802
Silver Spring, MD 20910

NEED: As needed by project. Weekdays, business hours

JOB DESCRIPTION:

The Park Planning and Stewardship Division is responsible for the stewardship of the natural and cultural resources of Montgomery County parklands. The Resource Mapping and GIS component of the Resource Analysis section provides support to the Division by helping to physically and graphically identify resources sensitive to the development a variety of park facilities, which might be proposed on existing and/or future parkland. GIS staff efforts are focused on creating resource analysis maps, field truthing existing resource maps, and, with the aid of a Global Positioning System (GPS), collecting newly found features in the field including trails. Staff is also responsible for maintaining several natural resource layers in the GIS database. Staff is also frequently assigned to both field and office planning meetings to help analyze potential development impacts on a given property. Staff also offers support to other divisions within the system.

The Resource Mapping Assistant Volunteer/Intern may be assigned any part of the above-mentioned responsibilities depending on the individual's skills, abilities, and interests. Tasks for any given project may include: creating maps, updating databases, attending meetings, and accompanying supervisory staff in the field for analysis and collecting new data with the aid of a Global Positioning System (GPS). Possible projects include updating the maps found in the Park Property Books, completing data forms for Biodiversity Areas Operation and Use Guidelines, updating tables of species of plants and wildlife found in parks and digitizing data to be added to GIS databases.

DUTIES AND RESPONSIBILITIES:

Dependent upon assignment, may include:

1. Drafting maps for the Park Property Books
2. Creating tables of attributes for the GIS database
3. Drafting figures, tables and completing forms for Biodiversity Areas Operation and Use Guidelines
4. Keeping a log of time spent as a volunteer on the volunteer web site.

QUALIFICATIONS:

1. Completion of or enrollment in an introductory level course in ArcView or ArcMap software.
2. Ability to follow directions, pay attention to details and work within deadlines.
3. Posses at least an entry level knowledge of use of Microsoft Office software.
4. Be able to work under somewhat arduous field conditions if called upon to help in the field walk significant distances, carry equipment, work in fast-flowing water).

REQUIREMENTS:

1. Minimum age 18.
2. Demonstrate ability to perform tasks necessary for project completion.
3. Demonstrate ability to work independently, as well as work cooperatively with staff_and other volunteers.
4. Be willing to commit to a pre-arranged schedule.

TRAINING:

Orientation to the Department of Parks and the Planning Department and to the Park Planning and Stewardship Division will be provided by the staff. Specific project requirements will be discussed with supervisory staff members. Use of computers, mapping software and GPS equipment as well as mapping standards will be demonstrated by the project supervisor.

COMMENTS:

Volunteers working within this program allow the Park Planning and Stewardship Division to accomplish tasks which would otherwise not be accomplished or accomplished in less detail. While providing the Department of Parks with additional resources, volunteers gain practical experience while working with professional ecologists and resource managers.