

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

VOLUNTEER JOB DESCRIPTION

JOB TITLE: Trail Crew Leader – Natural Surface Trails
LOCATION: Trails throughout Montgomery Parks, as assigned by Trail Volunteer Coordinator
TIME: 2-6 workdays per year, project planning time as needed

JOB DESCRIPTION

Natural surface trails are among the most popular amenities in our park system. Concern for user safety and enjoyment and protecting the natural environment require that we regularly maintain the over 120 miles of trail throughout the park system to a high standard. Volunteers co-lead, train and supervise volunteer crews on independent projects sanctioned by Parks staff to rectify identified trail problems.

DUTIES AND RESPONSIBILITIES

1. Work with Parks staff to plan, schedule and organize 2-6 single-day crew workdays per year within their jurisdiction.
2. Along with one or more co-leaders, supervise a crew of regular as well as episodic volunteers in completing scheduled trail projects as planned in conjunction with park staff through established work requests.
3. When serving as Project Leader, ensure presence of necessary tools and equipment on-site for workdays. This entails responsibility for a tool cache key.
4. Ensure seasonal maintenance of tools and equipment. Report all missing/broken tools to the Trail Volunteer Coordinator.
5. Keep a work log of volunteer hours and work performed to submit to the Trail Volunteer Coordinator.
6. Serve as an overall point of contact between the crew and all Parks staff.
7. Assist with training of new crew members as needed.
8. If possible, assist in recruitment of regular and episodic volunteers for trail projects.
9. Ensure all work is performed in accordance with Parks natural surface trail standards.

QUALIFICATIONS

1. Several years experience working on trails on various projects, leadership experience preferred
2. Significant skill in logistical organization, leadership, problem solving and communication
3. Ability to lead regular volunteer crew members as well as episodic volunteers on day-long trail projects
4. Physically able to perform strenuous work outdoors for extended periods, including digging, vegetation clipping and lifting materials up to 50 lbs.
5. Strong grasp of and a willingness to satisfy the needs of various user groups through the application of Parks' natural surface trail standards
6. Strong interpersonal skills when communicating with Parks staff, co-leaders and the public; able to represent Parks in a positive manner
7. Valid driver's license

REQUIREMENTS

1. Minimum age of 21
2. Available to personally lead 1-3 volunteer workdays per year, up to 5 hours each
3. Committed to following park outlined policies and procedures
4. Willing to submit to a background check as well as fingerprinting by Park Police
5. Able to make a minimum 1 year commitment
6. Attendance of Crew Leader training with Parks staff
7. Those authorized to drive a commission vehicle must undergo a license check and complete a defensive driving course.

TRAINING

Provided by Montgomery Park's staff in the field. Training covers Parks standard operating procedures, emergency response and crew leadership as well as an overview of trail building topics.

BENEFITS TO VOLUNTEER

1. Take on an advanced leadership role in enabling others to make a positive impact as volunteers
2. Help protect and enhance public resources.
3. Healthy exercise while enjoying the outdoors.