



TYLER ARBORETUM TRAIL STEWARD VOLUNTEER JOB DESCRIPTION

PURPOSE OF SERVICE: Keep Tyler's trails safe, well-marked and in top condition all year round, thus offering our visitors an enjoyable walking/hiking experience.

QUALIFICATIONS/SKILLS:

- Available a minimum of 4 hours per month in the off season, and approximately 8 hours per month during growing months or times of stormy weather.
- Good health with physical dexterity, ability to bend and kneel, and tolerance for working outdoors. The work can be physically demanding.
- Ability to walk for 3 to 5 miles while carrying tools up to 30lbs. Possess good stamina, endurance, and ability to problem solve.
- Beneficial: experience with trail maintenance, invasive plant species identification

TYPICAL ASSIGNMENTS: Walk trails to check for safety and usability. Complete trail maintenance such as cleaning water bars, speed bumps and tails, side brushing, clearing foliage from trail blazes, cleaning out culverts, looking for signs of erosion, clearing small downfall, cleaning up litter, and noting any signs of trail abuse. Remove loose tripping/slipping hazard rocks to the side of trail.

EXPECTATIONS:

- Maintenance work is self-scheduled using SignUpGenius. Sign-up for workdays and report as scheduled. Notify the supervisor in advance if you are unable to keep your commitment, and delete your sign-up.
- Make a commitment to care for the assigned trail in a consistent fashion. Trail maintenance needs will vary seasonally. You and your trail partner(s) (if applicable) should coordinate walking your assigned trail twice a month in the growing season and once a month in the dormant season to identify and address problems.
- Trail debris should be hauled off trail 8 feet wherever possible. Do not leave in unsightly piles or block access to blazes.
- Tools are provided by the Arboretum and kept in the exterior cubby on the back side of the Visitor Center. Keys are available from the Visitor Center. Return tools to the Visitor Center, clean and ready for reuse.
- Report trail conditions of concern via Padlet (www.padlet.com). This would include fallen trees on the trails or any other major problems on the trail you are unable to clear, such as washouts, or tasks that require motorized equipment or a larger team to complete. When reporting, note the level of severity; does the condition make the trail impassable or unsafe, requiring immediate attention. Include photos as appropriate.
- Attend one of the two Trails Days scheduled annually.

- Dress for work outdoors, in comfortable, serviceable, and presentable clothing. Wear protective clothing, such as long pants to help deter ticks, a hat to protect yourself from sunburn, and work gloves. Bring sunscreen and bug spray. Note: Trail Steward Volunteers are required to wear sturdy shoes, a Tyler work vest, and volunteer name tag.
- Follow instructions from your supervisor. Ask what you need to know to complete your assignments. Communicate openly with your supervisor to build productive working relationships. Be sure to mention physical limitations and safety concerns.
- Attend and assist in leading CREW work sessions scheduled on your assigned trail. Attend CREW work sessions on other trails when available, two to three times per year.

TRAINING AND DEVELOPMENT:

- Complete training (examples):
 - Required annually: Volunteer Safety covering tools, dress code, personal protective equipment, and vehicle requirements and safety. Volunteers will sign and date their attendance at each training session.
 - Water bar maintenance, replacement and installation, rebuilding/installing speed bumps and check dams and learning other erosion mitigation techniques.
 - Cutting back brush for safe passage
 - Know when to call in for reinforcement
 - History of trail system
- In order to make effective use of volunteer time, some volunteers may be asked if they would be willing to be trained to drive one of Tyler's vehicles within the boundaries of the property. To become authorized to do this, you will be trained by a member of Senior Management or their designee. Once trained, you will need to provide the volunteer office with a copy of your Driver's License. Tyler's insurance will run a review of your safety driving performance.
- Volunteers learn through hands-on experience. The supervisor is responsible for your training and will orient volunteers to the projects. Volunteers are encouraged to participate in informal learning sessions, field trips, or seed collecting expeditions to enhance their experiences.

DATE DRAFTED: 12/10/16, 02/26/19, 3/26/2020, 2/2/21, 2/2/22, 12/18/23