

# City of Hot Springs Parks and Trails Department

## Volunteer Job Descriptions

Trail Maintainer/Builder	
Description of Duties	Clip and trim trail to keep it open and passable. Keep trail free from litter and graffiti. Remove fallen trees and limbs. Construct new trails within the City of Hot Springs
Skills Required	None, although any knowledge of trails maintenance would be desirable
Training	On the job training
Special Requirements	Must be willing to work in the sun and extreme weather conditions. Be prepared to wear suitable protective clothing and good shoes or boots. May require digging, chopping, and stooping
Work Area	Trails within the City of Hot Springs
Contact Person	Parks Maintenance Office
Trail Watch Assistant	
Description of Duties	Display and encourage compliance of trail rules and etiquette, supply directions, information to users, assist with first aid needs, report and or perform light trail maintenance. Inform parks and police of vandalism or criminal behavior on trails. Serve as a positive presence on the trails
Skills Required	Ability to walk/bike/wheel trails in a positive and friendly manor
Training	Must complete application and attend training session
Special Requirements	Must be capable of navigating the trail system via foot or bicycle. Must carry a cell phone and wear safety vest or armband provided
Work Area	Hot Springs Creek Greenway Trail, Entergy Park trails, and other trail locations at city Parks
Contact Person	Parks and Trails Administrative Office
Grounds Maintenance	
Description of Duties	Push mowing, weed eating, litter pickup, rock removal, brush removal, digging, and any other task related to project
Skills Required	None, although any grounds care knowledge would be desirable
Training	Instruction, supervision, and guidance will be provided for all maintenance tasks
Special Requirements	Must be willing to work in the sun and extreme weather conditions. Must wear protective clothing - long pants only, no sandals. Safety glasses will be provided and must be worn while operating equipment. Safety vest will be provided and must be worn when working in traffic areas
Work Area	Parks - center medians, trail systems and other areas related to project
Contact Person	Parks Maintenance Office

## Building Maintenance Worker

Description of Duties	Minor construction and painting. May also include cleaning park restrooms, playgrounds, picnic areas, walkways, and any other area related to project
Skills Required	None, although any construction knowledge would be desirable
Training	Instruction, supervision, and guidance will be provided for all maintenance tasks
Special Requirements	Must be willing to work in the sun and extreme weather conditions. Safety glasses will be provided and must be worn while operating equipment. May require climbing, stooping, and kneeling
Work Area	City parks and any other locations related to project
Contact Person	Parks Maintenance Office

## Greenhouse Worker

Description of Duties	Ongoing plant maintenance - weeding, potting, and pruning. Greenhouse hygiene and upkeep. Potting, pruning, and weeding trees
Skills Required	None, although any plant and tree care knowledge would be desirable
Training	Instruction and supervision will be provided for all greenhouse tasks
Special Requirements	Gloves should be worn when handling soil. Must be willing to do some work outdoors in the sun and extreme temperatures while performing a variety of tasks
Work Area	Greenhouse
Contact Person	Parks Maintenance Office

## Irrigation/Plumbing Worker

Description of Duties	Assist in the construction and repair of irrigation systems at various locations within the city. Assist in repairing plumbing at City parks
Skills Required	None, although any plumbing knowledge would be desirable
Training	Instruction, supervision, and guidance will be provided for all irrigation and plumbing tasks
Special Requirements	Must be willing to work in the sun and extreme weather conditions. Safety vest will be provided and must be worn when working in traffic areas. Requires digging, stooping, and kneeling
Work Area	Various locations throughout the City of Hot Springs
Contact Person	Parks Maintenance Office

## Community Recreation Program Assistant

Description of Duties	Assist with annual community recreation events such as Tikes, Trikes and Trails and Santa's Switchboard. Help with set up, registration/check-in, supervising activities, and clean up. Administer evaluations/surveys of participants
Skills Required	Ability to develop and supervise programs; ability to adapt to changing job assignments and sites; ability to work independently
Training	Instruction and guidance provided on specific tasks and on overall mission and policies of Parks and Trails
Special Requirements	Must be capable of working in fast paced setting with minimal supervision. Friendly demeanor, strong customer service, and quick problem solving skills
Work Area	City parks and any other location related to community recreation programs and events
Contact Person	Parks and Trails Administrative Office

## Office Assistant

Description of Duties	Assist in research of projects and purchases, answers phones, assist with program registration, takes reservations for pavilions and fields, creates marketing and media materials such as park display boards and monthly newsletters
Skills Required	Strong customer service skills and ability to organize and prioritize tasks
Training	instruction and guidance provided
Special Requirements	Must be able to follow verbal and written directions. Knowledge in working with fax machines, copiers, and scanners
Work Area	Parks and Trails Office and other park locations as needed
Contact Person	Parks and Trails Administrative Office