

# City of Hot Springs Parks and Recreation 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

### 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

### 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
<b>Nursery Worker</b>	
Description of Duties	Ongoing plant maintenance - weeding, potting, and pruning. Nursery 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 nursery 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 Nursery and National Tree Trust Tree Nursery
Contact Person	Parks Maintenance Office
<b>Urban Forestry Worker</b>	
Description of Duties	Tree and site maintenance - hand weeding, weed spraying, pruning, watering, mulching, planting, and site preparation
Skills Required	None, although any forestry training would be desirable
Training	On the job training
Special Requirements	Must be willing to work in urban areas in the sun and extreme temperatures. Be prepared to wear suitable protective clothing - hat, good shoes, sunglasses, etc. Safety vest will be provided and must be worn when working in traffic areas. May require stooping or digging
Work Area	Various locations throughout the City of Hot Springs. Majority of work will be in the Civic Center Neighborhood Improvement District, Convention Blvd. Grand, Park, and Malvern Avenues
Contact Person	Parks Maintenance Office
<b>Grounds Maintenance</b>	
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
Work Area	Parks - ball fields, center medians, and other areas related to project

Contact Person	Parks Maintenance Office
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### 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
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Skills Required	Ability to walk/bike/wheel trails in a positive and friendly manor
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Training	Must complete application and attend one-hour training session
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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
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Work Area	Hot Springs Creek Greenway Trail, Entergy Park trails, and other trail locations at city Parks
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Contact Person	Parks and Recreation Office
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### Special Event Assistant

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

Description of Duties	Performs responsible work relative to Parks and Recreational activities. Assist in planning, developing, and executing recreational activities and programs
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Skills Required	Ability to develop and supervise recreation programs; ability to adapt to changing job assignments and sites; ability to work independently
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Training	Instruction and guidance provided on specific programs and on overall mission and policies of Parks and Recreation
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Special Requirements	Must be capable of working in fast paced setting with minimal supervision. Friendly demeanor, strong customer service, and quick problem solving skills
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Work Area	City parks and any other location related to recreation programs and events
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Contact Person	Parks and Recreation Office
<b>Office Assistant</b>	
Description of Duties	Assist in research of projects and purchases, answers phones, assist with program registration, take reservations for pavilions and fields, create 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 Recreation Office and other park locations as needed
Contact Person	Parks and Recreation Office