



National Park Service
U.S. Department of the Interior

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Volunteer Coordinator
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Blue Ridge Parkway Volunteer Position Description

Position Title: Facility Grounds Keeping & Landscaping Volunteer

Main Goals for This Position to Accomplish:

This position works primarily with the removal or addition of vegetation, application of mulch and other materials, as well as other tasks as necessary for the improved aesthetic of Parkway campgrounds, picnic areas, visitor centers, and other areas.

Major Duties:

- Assess and clear prescribed areas of excessive vegetation, debris, and litter utilizing a variety of hand and power tools. (Use of power tools on NPS property requires proper certification by NPS employees or their trained designee. Follow park regulations regarding when certifications are necessary and proper usage practices.)
- With park approval, plant or maintain pre-approved vegetative species within prescribed areas.
- Apply mulch or other materials for the improvement of prescribed areas.
- Utilize safety procedures and follow established safety rules and regulations.
- Use and assure proper fit of required safety equipment and clothing (e.g., safety gloves, safety glasses, dust masks, ear plugs, etc.).
- Identify areas of need and coordinate with NPS staff on plans of action to deal with needs.
- Follow additional guidelines and requirements specified by Friends of the Blue Ridge Parkway.

Tools, Equipment, and Vehicles to be Operated:

- Various hand and power tools including, but not limited to, push lawn mower, pole saw, back pack blower, string trimmer, rakes, shovels, loppers, and trash pickers.
- Personal protective equipment including, but not limited to, hearing protection, eye protection, hard hats, first aid kit, and chaps (for chain saw use or as needed).

Safety:

Safety is a topic taken seriously by the National Park Service and the Blue Ridge Parkway. Safety is not one person's responsibility, but the responsibility of everyone working on the Parkway. Job Hazard Analysis and Job Safety Analysis are key tools in developing each person's understanding of what the hazards are and how they can be mitigated. These analyses, along with reporting tools, are available through park supervisors.

Knowledge and Skills Required:

- Knowledge of the proper use and routine operator maintenance of hand tools and equipment.
- Ability to follow oral and written instructions.
- Basic understanding of grounds maintenance and lifting procedures.
- Ability to interact well with the public and practice safety in all aspects of the job.
- Ability to work independently with little or no direct supervision.
- Ability to work outside in various weather conditions
- Ability to walk on uneven terrain

Working Conditions:

Work will be conducted outside in all types of weather, including high temperatures and humidity. The volunteer will be exposed to dirt, grease, and grime, as well as locations with increased likelihood of falls, cuts and bruises, burns, insect stings and other injuries.

Physical Requirements of Work:

The work requires light to moderate physical effort. Tasks typically involve frequent lifting and carrying light to medium weight objects of 10 to 30 pounds, occasionally lifting moderately heavy objects weighing up to 45 pounds, and continually walking, bending, stooping, reaching, and standing.

Benefits to the Volunteer:

- Personal role in maintaining historic designed landscape.
- Ability to contribute to the Parkway experience for 16 million annual visitors.
- Potential training certifications in various tools applicable to other agencies and positions.

Position Supports Which Division:

Maintenance & Engineering

Training

In order to operate most power tools, **including blowers, mowers, weed eaters, and any form of saw**, individuals must be trained on those tools specifically by NPS staff or a trained designee. Friends of the Blue Ridge Parkway staff must be properly notified of the successful completion of that training. NPS regulations determine which tools individuals must be certified on, as well as proper practices for using that tool safely. Please contact NPS staff with questions regarding training requirements and relevant regulations.

Chainsaw Training – OPTIONAL:

The use of chainsaws creates a unique and hazardous operation where loss of life can easily occur. Saw training is only available through several NPS trained personnel who certify individuals to different levels of skill. Saw work is taken very seriously and those entering the training need to understand the complexity of the task before volunteering for this work. If you are interested in receiving chainsaw training, please contact Friends staff, who will coordinate training opportunities with the NPS.

Clothing Standards:

Volunteers are required to wear weather and task appropriate clothing. No open toe shoes at any time.

Supervisory Controls:

The program will be supervised by NPS staff and managed by the Friends of the Blue Ridge Parkway.

- Friends of the Blue Ridge Parkway manage participation, collect volunteer hours to be reported to NPS staff, and delegate program communications.
- NPS staff provide instruction and direction on projects, receive reports on tasks beyond volunteers' ability, and train volunteers on tools as needed.

Emergencies:

In case of emergency, first call 911.

