



Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2
www.haltonhills.ca

Recreation & Parks Volunteer Position Description

POSITION TITLE: Trail Steward

PROGRAM: Town of Halton Hills Trail network

CUSTOMER GROUP: No direct customer service. Assist Landscape Architect and Parks & Open Spaces staff.

POSITION PURPOSE: The trail steward supports the successful operation of the Town of Halton Hills trail network by performing regular inspections, reporting deficiencies and performing light maintenance duties like removing litter.

REPORTING TO: Landscape Architect

TIME COMMITMENT: Commitment will vary, though a minimum of one inspection per month is recommended

JOB DURATION: Ongoing

LOCATION: Town of Halton Hills trail network

POSITION DUTIES/RESPONSIBILITIES:

- Read volunteer orientation manual and attend mandatory training / orientation sessions as required
- Walk identified trail on a regular basis to remain knowledgeable about conditions and emerging issues
- Submit reports and advise Landscape Architect on the condition of the trail
- Upkeep trails by performing tasks like removing litter, when it is safe to do so
- Other tasks as assigned

QUALIFICATIONS & SKILLS:

- Completion of mandatory training
- Age 14 years or older (unless in a family volunteer role)
- Family volunteering opportunities
- Good observational skills
- Basic communication skills, writing and speech
- Able to perform work safely in an unsupervised environment. Safe work must be a priority at all times for this position

BOUNDARIES/LIMITATIONS:

- Volunteers are not covered by the WSIB and are not eligible for compensation related to injuries incurred while volunteering
- Volunteer will adhere to Town of Halton Hills Parks by-law at all times
- Volunteer will not perform trail maintenance – deficiencies will be reported to Landscape Architect for further action
- Volunteer is not responsible for enforcing trail rules and regulations.
- In a family volunteering role, to be supervised by parent/guardian or designate leader in a family or group volunteer role

VOLUNTEER BENEFITS:

- Volunteer will receive a reference letter confirming their participation in the program
- Volunteer gains experience with trail systems
- Meet new people, develop new relationships and engage with the community to make a positive difference for all.

ORIENTATION/TRAINING:

- Must complete mandatory training prior to starting as a volunteer. The volunteer will independently review the Trail Steward training package.
- If volunteer wishes to change their placement, additional training and screening may be required as they transition to a position of higher risk

SUPERVISION & SUPPORT:

The volunteer is directly responsible to the Landscape Architect, to whom they will report any trail deficiencies. The volunteer does not receive direct supervision while on the trail.

If issues or errors are identified when reporting deficiencies, the Landscape Architect or Community Development Coordinator will follow up with the volunteer and, if necessary, provide retraining. If issues persist after retraining, the volunteer's participation in the program will be terminated.

VOLUNTEER EVALUATION:

Due to the independent nature of their work, trail stewards do not receive evaluation.

RISK LEVEL:

Medium risk level – volunteer performs unsupervised work.

SCREENING:

- Application Form
- Interview
- Signed Agreement Form
- Orientation & training

Date Developed: Draft developed March 14, 2014

Revision Date: June 4, 2020