



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

## Recreation & Parks Volunteer Position Description

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**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 18 years or older
- 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 preform trail maintenance – deficiencies will be reported to Landscape Architect for further action
- Volunteer is not responsible for enforcing trail rules and regulations.

**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 Volunteer 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: