



Park/Trail Stewards Program

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Approved By: 
Parks, Recreation & Community Services Director

Date: 3/16/2021

The Town of Sahuarita Parks, Recreation & Community Services Department has established this guide to provide information for persons interested in volunteering in support of our parks and trails.

Purpose

The Park/Trail Stewards Program is for interested volunteers who want to help maintain specific park areas or implement a park improvement project.

Eligibility

Anyone interested in volunteering is welcome to apply for the program, including:

- Individuals
- Families
- Corporations
- Community groups
- Neighborhood Associations
- Civic Associations
- Faith-based Organizations
- Schools

Benefits

- As a volunteer, you have an opportunity to donate services to the community and enjoy the results of your hard work.
- Volunteers become stewards of public lands by improving park areas in meaningful ways.
- Your efforts enhance and maintain public lands through cleanups, planting trees, weeding, monitoring wildlife, and other projects.
- Volunteerism increases public awareness of the importance of protecting natural resources and generates pride in our park system.
- Volunteering provides the benefits of an active lifestyle.
- You will know that you made a difference!

Process

Prior to submitting a Volunteer Application, you may want to visit the site in person to determine the area of the park or trail most interested in and develop a proposal.

- Complete a Volunteer Application
- Schedule a meeting with the Parks & Facilities Manager to discuss the volunteer assignment and create a task plan
- Read and abide by the Safety Guidelines in this document and all park and trail rules
- Sign a waiver prior to participation; a parent/guardian must sign for anyone in their care who is under the age of 18
- Complete assigned tasks
- Report hours

General Guidelines

While each park and trail may have its own specific needs, volunteers who have a recurring assignment work at the park or trail at least four times per year and:

- Pick up litter, place in trash bags and trash cans
- Remove debris on trails or pathways
- Return displaced rocks to original placement
- Clean signs and equipment
- Check park or trail for damage
- Report graffiti or safety issues to the Parks & Facilities Manager

The Town of Sahuarita Parks, Recreation & Community Services Department will:

- Meet with volunteer prior to the first scheduled outing and quarterly thereafter
- Train the individual or group leader and group members to do the tasks for which they volunteer
- Supply materials (trash bags, flowers, mulch, etc.) if requested and based upon availability (to be picked up by volunteer during normal business hours)
- Remove filled trash bags from the sites and remove large or heavy items. If trash bags are left on site, volunteer must contact Parks & Facilities Manager
- Recognize volunteers on Department webpage
- Recurring volunteerism: install an identification sign to recognize volunteer activities and effort after a one year trial period.

Groups

- Volunteer groups shall designate a Point of Contact/Safety Representative. This Representative informs other group members of the nature of the work they will be performing. Safety should be discussed before each outing
- There should be at least one adult for every five persons under the age of 18 during group outings.
- The Representative meets with the Parks & Facilities Manager prior to the first scheduled outing and quarterly thereafter
- The Representative contacts the Parks & Facilities Manager to request supplies (trash bags, etc.) one week prior to a scheduled outing. If requested supplies are available, they can be picked up from the Parks & Facilities Manager during regular business hours Monday-Friday up to two business days prior to the scheduled outing. Unused supplies shall be returned to the Manager within one week following an outing
- After each outing, the Representative will complete a report detailing the number of people, services performed, and number of hours spent. This record keeping function is crucial to track the success of the Stewards Program. Reports are submitted online at <https://sahuaritaaz.gov/formcenter/parks-forms-7/parktrail-steward-report-60>

Safety Guidelines

For the safety of program participants, park personnel and park users, the Town of Sahuarita encourages volunteers to accept responsibility for their actions, be safety-conscious at all times, and act with care to avoid damaging park facilities. Some basic safety guidelines:

- When threatening weather is present, cease activity to ensure safety
- Do not perform any activity outside of physical capabilities
- Wear appropriate clothing and shoes. Hats, gloves and sunscreen are recommended
- Work during daylight hours only
- Drink plenty of fluids
- Be alert to the presence of bees, snakes, scorpions, spiders, etc.
- Be aware of traffic when working near roadways
- Do not pick up discarded syringes or needles, or touch what might be hazardous debris. Contact the Parks & Facilities Manager to report the location of potentially hazardous or suspicious debris.
- Provide adequate supervision for participants under 18
- The use of power tools and motor-driven equipment is not allowed unless pre-authorized by the Parks & Facilities Manager
- Volunteers are prohibited from modifying sports fields, playgrounds, entering facilities or buildings or moving equipment without prior authorization from Parks & Facilities Manager

Purpose

The Town of Sahuarita may photograph and film the events and activities of all volunteers while participating in the Park/Trail Stewards Program for the purpose of promoting the Town and its services. No compensation of any kind will be paid to volunteers. The Department shall maintain full authority and responsibility for parks and trails. All decisions regarding park operations and maintenance rest with the Parks, Recreation & Community Services Department.

Other

Contact

Laura Hester

Parks & Facilities Manager

520-822-8889

lhester@sahuaritaaz.gov