CITY OF BELLINGHAM
JOB DESCRIPTION

JOB TITLE:	**Park Stewardship Coordinator**	**UNION:1937**
		SG:110
CLASS TITLE:	**Park Programs Coordinator**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4CODE|SOC:TE|37-3019**

JOB SUMMARY:

Under the direction of the Park Stewardship Supervisor, coordinates the operation, maintenance, and monitoring of community garden locations and mitigation sites on park properties throughout the City. Responsible for field duties associated with the community garden program and wetland mitigation. Supports identified stewardship programs such as plant nursery projects, integrated pest management program, climate resiliency actions, or alternative restoration techniques for the Park Operations Division. Assists in planning and implements public outreach and education activities for park stewardship programs and projects. Coordinates with other City departments and other local agencies on efforts as directed.

SUPERVISORY RELATIONSHIP:

Reports to the Park Stewardship Supervisor. Works independently under general supervision and direction, and the guidance of applicable federal state and local statutes, regulations, policies, procedures, and contractual agreements. May also provide day-to-day direction to lower classified staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Recommends, plans, implements, organizes, and oversees the City's community garden program. Administers garden plot registration and renewals. Conducts inspections and evaluations of garden plots. Advises on policies, rules and regulations, issues warnings and takes formal action to address concerns and violations of garden rules. Answers all inquiries regarding fees, gardening techniques, or garden requirements. Promotes and supports the department's goals regarding food resiliency as it relates to the community garden program. Serves as primary point of contact for the Department in program area.

2. Under the guidance of the Park Stewardship Supervisor, coordinates, implements, and monitors the wetland mitigation program for the Department. Monitoring activities include tracking maintenance, record keeping of regression or progression of restoration, and completing required permits for mitigation program projects. Schedules and conducts quality assurance and quality control measures. Monitors and evaluates the effectiveness of the mitigation program against established state and City standards. Works collaboratively with other Park Operations Division and other Department staff to ensure that monitoring and maintenance standards are met and consistent with the City Parks and Recreation strategic plans.

3. Identifies and supports other park stewardship program priorities such as plant nursery projects, integrated pest management program, climate resiliency actions, or alternative restoration techniques. Assists the Park Stewardship Supervisor in identifying and

establishing program needs and methods of implementation working within state and City regulations. Collaborates with designated staff to develop agreements with community groups.

4. Under the guidance of the Park Stewardship Supervisor, designs and implements education and outreach information programs. Leads a variety of public forums such as workshops, tours, field trips, and public meetings to meet public outreach goals of supporting and motivating community members to adopt behaviors that protect, conserve, and restore park properties. Uses appropriate analysis and information gathering processes to obtain information and feedback about assigned projects.

5. Maintains communication with the community garden committees and creates a framework for regular communication using social media tools, newsletters, and mailing lists. Organizes annual meetings for the community garden program as needed.

6. Recommends process improvements and repairs to existing garden and mitigation sites. Implements approved plans and works with identified City staff to evaluate opportunities for expansion.

7. Provides oversight and day to day direction to Washington Conservation Corp crews assigned to assist with community garden and wetland mitigation program areas. Collaborates regularly with partner agencies and neighborhood associations. Leads efforts working with park volunteers and others to establish pollinator gardens and maintain Bee City USA initiative where appropriate.

8. Performs general administrative duties in support of the Park Stewardship Program. Interprets rules, regulations, laws, and policies related to program area. Assists with training and provides on-site direction to field support crews such as extra labor employees, field work students, and volunteers.

9. Responds to questions and concerns from City staff, as well as local agencies, organizations, and the public. Meets with members of the public, professional associations and community groups as directed. Refers to Park Stewardship Supervisor or designee for guidance as necessary.

ADDITIONAL WORK PERFORMED:

1. Assists with coordination and implementation of restoration and monitoring projects with focus in invasive species removal and restoring areas to native vegetation, as assigned.

2. Performs related duties as assigned within the scope of this classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Parks, natural resource management, and community gardens.
- Plant communities and ecosystems of the Pacific Northwest.
- Federal, State, and local program-related codes and regulations, policies and procedures related to wetlands.
- Wetland mitigation assessment and monitoring techniques.

Skill in:

- Demonstrated leadership skills including the ability to train, motivate and lead others.
- Demonstrated interpersonal skills to work with diverse participants of all ages and abilities.
- Demonstrated communication skills.
- Demonstrated technology skills, such as utilizing computers and software appropriate to the program.
- Managing and prioritizing multiple tasks, time, and resources, and in solving problems.
- Strong work ethic and strong customer service orientation. Conducts self at all times in accordance with the ethical standards required of public officials and employees.
- Advanced communication and interpersonal skills for persuasion, conflict management, conveying complex information as applied to interaction with volunteers, coworkers, supervisors, managers, Department Director, the Mayor, City Council, and the general public.

Ability to:

- Design, plan, promote and schedule work activities of program participants.
- Work with individuals of all ages and abilities and a wide variety of cultural backgrounds.
- Follow instructions and work independently with a minimum of supervision.
- Ability and willingness to work irregular hours including evenings and weekends.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others; Frequently stand or sit for long periods of time;
  - Frequently exposed to outdoor weather conditions;
  - Operate a motor vehicle;
  - Move between work sites, including outdoor locations and over uneven terrain;
  - Occasionally perform physical activities such as digging;
  - Occasionally transport irregular objects weighing up to 50 lbs.

WORKING ENVIRONMENT:

Work is performed both in an office setting and outdoors in a variety of public parks including developed and undeveloped areas. Frequent exposure to inclement weather, noise, fumes, construction, traffic hazards, and environmental hazards. General safety precautions are taken into consideration for these hazards. Frequently interacts with the public and with professionals in the field. May be exposed to hostile, offensive language, or interactions with angry or volatile individuals. Employees are required to use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of experience in program coordination including responsibility for community outreach or engagement required.
- One year of experience working with volunteers in parks or mitigation sites required.

- One year of experience with organic gardening or plant nursery operations preferred.
- A bachelor's degree in horticulture, natural resource management, environmental science, parks and recreation or a closely related field preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, and child and vulnerable adult abuse records check.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.
- Must possess or obtain First Aid and CPR certification within one year of hire and maintain currency throughout employment.

PREPARED BY: S. Janiszewski
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9/24

REVIEWED BY:_____
Nicole Oliver, Parks and Recreations Director