CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Park Stewardship Supervisor** **UNION: 231**
SG:5
CS:N
FLSA:N
DEPARTMENT: **Parks and Recreation** **EEO4CODE:PR**

JOB SUMMARY:

Plans, develops, implements, and leads the Parks and Recreation Department's community engagement programs and projects that support the growing trends, resiliency, and environmental needs of the Department. Program areas include park stewardship and volunteer programs, park ambassador program, community gardens, restoration, environmental education, and other public engagement that furthers the goals of the Department's programs, projects, and policies. Participates in management and planning of park environmental restoration and mitigation efforts. Develops and maintains relationships with a variety of City staff, local and regional agencies, non-profit organizations, and local businesses.

SUPERVISORY RELATIONSHIP:

Reports to the Park Operations Manager. Provides direct supervision to the Park Volunteer Coordinator, Park Ambassadors, other program staff, AmeriCorps members and interns as assigned. Works independently under general direction and according to Departmental and City policies, standards, and procedures, State and federal laws, regulations, and guidelines. Promotes and supports teamwork with other supervisors and managers within the Parks and Recreation Department and City.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Supervises and coordinates the community engagement program area within the Park Operations Division; plans, recommends, implements, and coordinates a wide variety of public education, volunteer programs and stewardship opportunities for groups and individuals with a focus on environmental restoration.

2. Supervises and coordinates the park ambassador program area within the Park Operations Division; plans, recommends, implements, and coordinates compliance efforts to inform and educate the public on park rules and regulations, park policy, and Bellingham Municipal Code pertaining to City park property.

3. Develops, recommends, and implements program goals and objectives, subject to management approval. Organizes and delegates day-to-day operations and special projects. Develops and recommends policies and procedures for program areas.

4. Effectively recommends hire, trains, supervises, and evaluates performance of assigned staff. Conducts pre-disciplinary investigations; recommends and delivers corrective action as appropriate. Reviews and approves employee timesheets and oversees scheduling.

Responsible for training, motivating, and supervising the work team and establishing a system of communication and cooperation.

5. Assists with managing, planning and oversight of key park restoration and environmental mitigation sites in City parks and open space with a focus on project construction, maintenance, and monitoring. Activities include invasive species removal, planting, mulching, fencing, and signage. Schedules and oversees work by program volunteers and staff. Prioritizes assigned locations. Coordinates with Park Grounds, Trails, Design and Development Division, and Public Works Natural Resources staff on restoration and environmental mitigation planning. Monitors and evaluates the effectiveness of program activities against standards and works cooperatively within division to meet goals. Maintains associated program files and records.

6. Manages the Community Garden program to promote food security and resiliency within neighborhoods. Provides support to community gardens and assists committees. Provides resources and outreach materials to promote native pollinator habitats within the City in collaboration with other City Departments.

7. Plans and organizes resources to leverage volunteers and stakeholder efforts based on data and recommendations generated by the Urban Forestry Management Plan (UFMP) and Climate Action Plans. Participates in setting goals to improve forest health, makes recommendations, and manages volunteer projects and programs to address climate resiliency. Coordinates with advocacy groups and oversees volunteer projects related to tree planting and reforestation in support of the UFMP.

8. Provides input on program area budget; develops recommendations for manager's review. Implements and monitors approved budget. Submits reports to manager and outside advisory boards. Oversees ordering, inventory, and maintenance of program supplies, vehicles, and equipment. Works with other Department managers to allocate resources.

9. Administers Washington Department of Natural Resources restoration grant, AmeriCorps grants and other grants as assigned. Responsible for identifying grant sources, develop grant proposals and applications, reporting requirements, determining appropriate budget allocation, strategy, and priorities for program areas.

10. Works with other City staff and departments and outside agencies to comply with all applicable local, state, and federal regulations, policies, guidelines, reporting requirements and applicable standards.

11. Collaborates, coordinates and networks with other Department staff, City departments, advisory boards and commissions, professional organizations, jurisdictions, agencies, and educational institutions on natural resource restoration topics that expand the Department's ability to reach target audiences in an effective and coordinated way.

12. Plans, develops, and implements effective environmental education programs and materials for community groups and schools by using various media resources to increase awareness. Coordinates and participates in workshops or events related to program areas.

13. Coordinates, in collaboration with City communications staff, the creation and distribution of program informational material including videos, advertisements, brochures, bill inserts, electronic presentations, and web pages.

14. Responds to questions and concerns from local agencies, organizations, and the public. Meets with citizens, professional associations and community groups as required.

15. Effectively utilizes computer software for tracking of work requests/work orders, projects, and volunteer work parties related to program area.

ADDITIONAL WORK PERFORMED:

1. Acts as resource to management and employees regarding assigned program area. Keeps current in new developments in the parks and recreation field through professional memberships, attending conferences and networking with professionals.

2. May occasionally perform physical activities such as moving, lifting, pushing, and carrying equipment, tools or supplies for programs or activities as needed.

3. Performs other related work of a similar nature or level. Completes special projects or analysis as requested.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Parks, trails, open space development and maintenance, and native plant and animal communities.
- Ecological processes and environmental issues in the Pacific Northwest.
- Current federal, State, and local codes, laws, rules, and regulations related to parks and recreation, wetlands, streams, shorelines, and habitat.
- Current natural resource restoration work including wetlands mitigation.
- Fiscal and records management and ability to develop, prepare and implement program budgets.
- Safety hazards, precautions and procedures related to assigned program area.

Skill in:
- Strong supervisory skills including leadership skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility, and time management.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, program participants, and the general public.
- Strong written communication skills for developing reports, correspondence, policies, procedures, and organizational communications.
- High stress tolerance and advanced ability to manage multiple priorities on a daily basis.
- Strong work ethic and strong customer service orientation. Always conducts self in accordance with the ethical standards required of public officials and employees.
- Strong computer skills including word processing software.

Ability to:
- Gain a working knowledge of Department operations and procedures, federal, state, and
- local pertinent regulations.
- Maintain appearance of fairness in dealings with staff and citizens.
- Avoid conflicts of interest in use of City resources and personnel.
- Independently plan and organize work assignments in order to meet critical deadlines.
- 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 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;
  - Operate a motor vehicle;
  - Stand or sit for long periods of time;
  - Move between work sites, including over irregular terrain;

- Occasionally perform physical activities such as digging;
- Occasionally lift and transport irregular objects weighing up to 50 lbs.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer work station and out-of-doors including exposure to noise, fumes, construction environment and traffic hazards. This position has frequent exposure to outdoor weather conditions. Employees are required to use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in horticulture, parks management, environmental education, environmental science, or closely related field.
- Two (2) years of professional experience in program coordination including significant participation in community outreach and education required.
- Demonstrated knowledge or experience related to horticulture habitat restoration, or environmental resource management required.
- One (1) year of supervisory or lead experience required.
- An equivalent combination of education and experience sufficient to provide the candidate with the knowledge, skills, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

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

PREPARED BY: S. Janiszewski
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4/22
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6/23

REVIEWED BY:_____
Nicole Oliver, Director
Parks and Recreation