



## VOLUNTEER POSITION DESCRIPTION \*

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**Volunteer Position:** Adopt-A-Road Group Leader

**Volunteer Supervisor:** Peggy Stevens, Environmental Stewardship Coordinator, 519-886-2310 x 30296

**Volunteer Services:** Christine Rushton, 519-888-6488

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### Objective

The Adopt-A-Road Group Leader is the link between the City of Waterloo and group participants, who schedules, co-ordinates, monitors and reports on all litter clean-up activities on the approved section of roadway, as indicated by their signature on the *Adopt-A-Road Agreement*.

### Responsibilities

- adhere to the terms and conditions outlined in the *Adopt-A-Road Program Guide* and follow the *Group Guidelines Checklist (Appendix B)* when planning each litter clean-up
- follow the Safety First city volunteer guidelines
- sign-up a maximum group size of 10 adult-only participants, who are able to undertake moderate physical exertion
- notify the City 48 hours prior to each scheduled clean-up
- communicate safety guidelines to all group participants and ensure that participants:
  - have received and understand the contents of the *Adopt-a-Road safety brochure*
  - are equipped with the required Personal Protective Equipment
  - have read, signed and returned an *Informed Consent Agreement* (prior to participating for the first time and once a year thereafter)
- monitor project tasks during the clean-up, ensuring tasks are completed safely
- have access to a cell phone during the litter clean-up activity in the event of an emergency
- in case of minor injuries (e.g. small cuts) offer a basic first aid kit to participants and for a serious injury, assist injured participant in seeking Emergency Medical Services (EMS)
- submit completed reporting forms the first business day after each clean-up including the Post Clean-up Report, all Informed Conesnt Agreements from participants and any Incident Reports (Note: serious injuries require Incident Report to be completed and faxed immediately after the incident is under control)

### Time, Place and Commitment

- select workdays from spring to fall, avoiding statutory holidays (day of and day prior to)
- work only during daylight hours, avoiding busy times of the day
- suspend litter clean-ups when weather conditions become inclement
- work within the approved section of adopted roadway on the grassed area only

## Commitment

- frequency: minimum of two litter clean-ups per year (i.e. Spring and Fall)
- term: five-year renewable, subject to approval of the City and continuation of the program

## Training and Orientation

- a mandatory safety training/orientation session is provided to the Adopt-a-Road Group Leader by the City of Waterloo, who in turn, communicates safety guidelines to group participants

## Qualifications

- must be eighteen (18) years of age or older; able to undertake moderate physical exertion
- able to undertake a leadership role, ensuring a safe and positive experience for group participants

## Screening Requirements

- complete City of Waterloo volunteer application process including signed waivers
- satisfactory interview and two references
- suitability of this volunteer placement is subject to review by the City Staff Liaison

## Additional Information

The City of Waterloo's **Adopt-A-Road Program** was established in 2001 as a public service opportunity for group participants to voluntarily collect litter and debris from grassed areas adjacent to adoptable roads within the City, on a regular basis.

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**Volunteer Services:** Waterloo City Centre, 100 Regina St. S., PO BOX 337 STN WATERLOO, Waterloo, ON N2J 4A8; [volunteer@waterloo.ca](mailto:volunteer@waterloo.ca)

\* Last updated: Jan. 9, 2017

Position Risk Assessment: Medium Risk