### Volunteer Position Description

**Volunteer Position:** Pollinator Working Group Member  
**Reporting To:** Environment and Parks, 519-886-2310 x 30296

## Objective
- The Pollinator Working Group is a group of adult volunteers that work in collaboration with the City of Waterloo to provide City-approved educational experiences and community stewardship activities relating to native pollinators and their habitat.

## Responsibilities
- Follow the position responsibilities outlined in the Pollinator Working Group’s Terms of Reference.
- Some moderate physical exertion may be required (i.e., carrying display materials, digging, lifting up to 20 pounds).
- Follow City of Waterloo Safety First guidelines.

## Time, Place and Commitment
- Up to eight evening meetings, held at a City of Waterloo facility on the first Thursday of the month.
- Up to five educational events and five stewardship activities held during the evening or weekend.
- All activities will take place within city-owned green spaces within Waterloo, however, the working group may participate as an Exhibitor at local events within the Kitchener-Waterloo area.
- Minimum commitment of one year required and attendance at a minimum of five meetings and four educational or stewardship activities over the course of one year.
- Position is one year term (renewable upon staff approval).

## Training and Orientation
- Provided by the City staff liaison.

## Qualifications
- Working group members must be 18 years of age or older.
- Preference will be given to those living, working or studying in the Kitchener-Waterloo area.
- Experience and/or keen interest in native pollinators, educating youth and adults, event planning.
- Good written and verbal communication skills; good organizational skills.
- Willing to work cooperatively with City staff liaison and other working group members.

## Benefits
- Experience planning and implementing educational and stewardship experiences for youth and adults.
- Personal contribution to the community and the environment.

## Screening Requirements
- Completion of application form, interview and two satisfactory references.
- All required volunteer forms must be completed and signed.

## Additional Information
- Must wear proper clothing, closed footwear, cloth gloves and any required safety gear.
- Success of placement is subject to review.

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Volunteer Services: Waterloo City Centre, 100 Regina St. S., PO BOX 337, Station WATERLOO, Waterloo, ON N2J 4A8; volunteer@waterloo.ca

* Created or last updated: June 29, 2019  Position Risk Assessment: Medium Risk