



**Montgomery Parks Department**  
9500 Brunett Avenue Silver Spring, MD 20901  
**Phone (301) 495-2504**

**VOLUNTEER JOB DESCRIPTION**

**JOB TITLE:** **TREE STEWARD PROGRAM PLANNING ASSISTANT**  
**LOCATION:** Horticulture, Forestry and Environmental Education Division  
Shady Grove Maintenance Facility  
16641 Crabbs Branch Way  
Rockville, MD 20910  
(plus telecommute and various field site visits)  
**HOURS:** Weekdays, business hours, schedule to be worked out with supervisor

**JOB DESCRIPTION:**

The Arboriculture Section of the Horticulture, Forestry and Environmental Education (HFEE) Division plans and coordinates the Countywide Tree Steward Program. The Tree Steward Program is utilizing volunteers to help identify park trees in need of review by divisional staff and to help with the management of park trees in the Historic, Significant and Champion Tree Program.

A Planning Assistant will provide assistance in the management of the program, and will work under direct supervision, but may be asked to complete some assignments independently. Assignments are dependent on the current needs of the Section and the education, experience, and interests of the volunteer.

**DUTIES AND RESPONSIBILITIES:**

1. Assist the Urban Forester in preparing program plan.
2. Create maps for assigned Tree Steward Management Areas.
3. Assist with creating and management of Tree Steward training program.
4. Assist with recruitment of volunteers for Tree Steward Program.
5. Assist Tree Stewards and Arboriculture staff with applications and training to obtain CEUs.

**QUALIFICATIONS:**

1. Background in tree stewardship or forestry.
2. Ability to follow direction, attention to detail, and work within deadlines.
3. Working knowledge of Microsoft Office.

**REQUIREMENTS:**

1. Minimum age: 18 years.
2. Perform tasks necessary for project completion.
3. Work independently and cooperatively with other volunteer and paid staff personnel.
4. May be required to drive a commission vehicle. If so, then must have a valid driver's license and participate in the Commission's defensive driving course.
5. Commit to a mutually agreeable schedule.

**TRAINING:**

Orientation to the Department of Parks and Arboriculture Section, HFEE Division, will be provided by staff. Specific project requirements will be discussed with supervisor. Field equipment and techniques will be demonstrated by the project supervisor.

**COMMENTS:**

Volunteers working within this program allow HFEE to accomplish tasks that would otherwise not be accomplished or accomplished in less detail. While providing the Department of Parks with additional resources, volunteers gain practical experience working with professional urban foresters, forest ecologists and resource managers. This volunteer may be provided use of Commission vehicles.