



Stewardship Workday Leader

Position Description

Have you left a restoration workday feeling so inspired that you thought about becoming a workday leader yourself? The Aspiring Stewardship Workday Leader Program can get you there. Stewardship Workday Leaders communicate with the Site Steward(s) to plan workdays that are productive and inclusive, and most importantly operate within the site's approved Management Schedule.

Purpose: Stewardship Workday Leaders are authorized to lead groups of volunteers (or can work individually). All work requires advance approval and coordination with the Site Steward.

Qualifications/Skills:

- Understand FPCC policy and regulations regarding the Land Management Guidelines, chainsaw safety, herbicide application, brush pile burning, workday reporting
- Able to identify common invasive species
- Demonstrated ability to lead and organize safe and effective workdays

Expectations & Responsibilities:

- Stewardship Workday Leaders are responsible for decisions at workdays in the absence of a Steward
- Communicate with Site Steward(s) to plan workdays that operate within the approved Management Schedule
- Plan workday logistics – i.e. waivers and necessary tools
- Lead introduction and communicate workday safety rules, demonstrate proper techniques for basic workday activities (for example, brush cutting, brush pile burning, collecting and sowing seed)
- Assign roles/positions to volunteers in accordance to their experience
- Act as an ambassador for your site and for FPCC by actively engaging & recruiting volunteers

Certification Process:

See the workday leader checklist as your guide to navigate through the training process.

During the training process you will learn to give introductions that help your group feel included and informed right from the start. Learn to effectively communicate workday safety rules, demonstrate proper techniques for basic workday activities (brush cutting, brush pile burning, collecting and sowing seed). Become confident in identifying target species and share your knowledge with others to ensure a targeted and productive workday.

FORM A: PLAN & PREPARE

MAIN SITE + YOUR COACH

NAME: _____

SITE NAME & COACH: _____

This form is intended to give you an overview of all the various components that go into producing a workday. Discuss the process with your coach from start (planning) to finish (reporting) at your **MAIN SITE**. Complete the checklist below by marking off completed items with an "X" or "N/A" for not applicable.

ADVANCED PLANNING

1

Advanced planning can take place weeks or even months in advance

- ___ Schedule your public and non-public workdays
- ___ Post workday on FPCC website and also on group's website and internal group communication (when applicable)
- ___ Understand preliminary Tuesday report and final Thursday report as well as weekly workday process
- ___ Finalize contact info and meeting spot
- ___ Assess leadership needs and volunteer capabilities to determine challenges, limitations and opportunities of workday
- ___ Assess tool and supply needs – local supply inventory access and tool loaner program; task specific assistance (herbicide, chainsaw, chipping)
- ___ Use management schedule, seasonality and knowledge of goals to determine task priorities that are safe, doable and practical

DAY-BEFORE PLANNING

2

These details can be taken care of via phone or e-mail

- ___ Confirm that other Workday Leaders are coming and able to fill their assigned role(s)
- ___ Adjust workday plans, tasks, and goals based on weather conditions, and/or volunteer participation.
- ___ Determine proper tools to bring
- ___ Pack administrative/hospitality items such as: waivers, emergency contact list, snacks and beverages, first aid kit

POST WORKDAY

4

- ___ Mop Up! Extinguish fire, herbicide, collect signage, make post-burn calls, call RM for chipper, etc.
- ___ Report hours on OVS and recap on group's internal records or maps

DAY-OF

3

Shadow and observe your coach

- ___ Review the workday plan one last time and make any necessary adjustments
- ___ Work with other leaders on placing signage, morning phone calls, brush pile siting, timing of chainsaw, herbicide, etc.
- ___ Student critiques/discusses Coach's welcome, safety and technique speech – What did they miss?
- ___ Continually observe safety, volunteer engagement, etc. throughout workday
- ___ Use of break time, interpretive moments, thank yous

FIELD NOTES

Here's some space to jot down your ideas and observations

FORM B: WATCH & LEARN**ALTERNATIVE SITE + ALTERNATIVE COACH**

NAME: _____

SITE NAME & COACH: _____

This form is designed as a guide of things to be aware of while you observe an **ALTERNATE** coach conduct a workday at an **ALTERNATE** site. Take notes in the spaces below and refer back to this as you prepare for your own workdays in the future.

*Tips are provided on what workday components to look for

ADVANCED PLANNING

Tip: Verbal check of what was done to prepare for the workday

SITE LOCATION, STEWARDSHIP GOAL, LEADER AND GROUP DECISIONS, SIGNAGE DISPLAYED

Tip: Adjustments made during the workday

INTRO SPEECH

Tip: Welcome, waivers, explanation of goals for site & how to accomplish them, safety talk,

FLOW OF WORKDAY

Tip: Volunteers are working safely and engaged; job assignments; floating around to support others

PUBLIC ENGAGEMENT, INTERPRETIVE MOMENTS, BREAK TIME**WRAP UP & END of DAY**

Tip: Appreciation given, Safe Site Condition at departure

GENERAL COMMENTS & NEW IDEAS/TECHNIQUES LEARNED

E-mail completed form to volunteer.fpd@cookcountyil.gov or fax to 773.792.0539

FORM C: PLAN & PREPARE

ALTERNATE SITE + ALTERNATE COACH

NAME: _____

SITE NAME & COACH: _____

This form is designed to give you an overview of all the various components that go into producing a workday. Discuss the process with an **ALTERNATE COACH** from start (planning) to finish (reporting) at your **ALTERNATE SITE**.

Complete the checklist below by marking off completed items with an "X" or "N/A" for not applicable.

ADVANCED PLANNING

1

Advanced planning can take place weeks or even months in advance

- ___ Schedule your public and non-public workday(s)
- ___ Post workday on FPCC website and also on group's website and internal group communication (when applicable)
- ___ Understand preliminary Tuesday report and final Thursday report as well as weekly workday process
- ___ Finalize contact info and meeting spot
- ___ Assess leadership needs and volunteer capabilities to determine challenges, limitations and opportunities of workday
- ___ Assess tool and supply needs – local supply inventory access and tool loaner program; task specific assistance (herbicide, chainsaw, chipping)
- ___ Use management schedule, seasonality and knowledge of goals to determine task priorities that are safe, doable and practical

DAY-BEFORE PLANNING

2

These details can be taken care of via phone or e-mail

- ___ Confirm that other Workday Leaders are coming and able to fill their assigned role(s)
- ___ Adjust workday plans, tasks, and goals based on weather conditions, and/or volunteer participation.
- ___ Determine proper tools to bring
- ___ Pack administrative/hospitality items such as: waivers, emergency contact list, snacks and beverages, first aid kit

POST WORKDAY

4

- ___ Mop Up! Extinguish fire, herbicide, collect signage, make post-burn calls, call RM for chipper, etc.
- ___ Report hours on OVS and recap on group's internal records or maps

DAY-OF

3

Shadow and observe your coach

- ___ Review the workday plan one last time and make any necessary adjustments
- ___ Work with other leaders on placing signage, morning phone calls, brush pile siting, timing of chainsaw, herbicide, etc.
- ___ Student critiques/discusses Coach's welcome, safety and technique speech – What did they miss?
- ___ Continually observe safety, volunteer engagement, etc. throughout workday
- ___ Use of break time, interpretive moments, thank yous

FIELD NOTES

Here's some space to jot down your ideas and observations

FORM D: PUT into PRACTICE**MAIN SITE + YOUR COACH**

NAME: _____

SITE NAME & COACH: _____

Now it's your turn to be critiqued! Give this form to your coach when you lead a workday at your **MAIN** site. Your coach should take notes in the spaces below for you to refer back to as you prepare for your own workdays in the future

*Tips are provided on what workday components to look for

ADVANCED PLANNING

Tip: Verbal check of what was done to prepare for the workday

SITE LOCATION, STEWARDSHIP GOAL, LEADER AND GROUP DECISIONS, SIGNAGE DISPLAYED

Tip: Adjustments made during the workday

INTRO SPEECH

Tip: Welcome, waivers, explanation of goals for site & how to accomplish them, safety talk,

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Tip: Volunteers are working safely and engaged; job assignments; floating around to support others

PUBLIC ENGAGEMENT, INTERPRETIVE MOMENTS, BREAK TIME**WRAP UP & END of DAY**

Tip: Appreciation given, Safe Site Condition at departure

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Stewardship Workday Leader Recommendation

After you have completed the Path to Stewardship process, with your “Main” and “Alternate” coach send a quick e-mail to Volunteer Resources. A quick and simple email is all that needed. See the example below.

Example:

TO: volunteer.fpd@cookcountyil.gov

I recommend that “Will Begreat” be certified as a Stewardship Workday Leader.

Stu Ward
Sherwood Forest

Volunteer Resources will then update your Online Volunteer System (OVS) profile, produce a new ID badge, print a WDL certificate, and will also send you a new Stewardship Workday Leader binder.