



KEEP AMERICA BEAUTIFUL AFFILIATE

Keep Smyrna Beautiful
Volunteer Job Description Packet
2019 Edition

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Keep Smyrna Beautiful Volunteer Job Description **Adopt -a- Mile (Individual Volunteer)**

About the Opportunity: Adopt-a-Mile (AAM) is a litter reduction and prevention program coordinated by Keep Smyrna Beautiful. Through organized quarterly cleanups, community volunteers reduce the amount of litter along the roadways in Smyrna. The goal with AAM is to reduce litter, raise awareness, and keep our community clean.

Volunteer Duties: Volunteers work as a team to pick up litter along a 1-mile stretch of roadway in Smyrna. Individual volunteers are assigned to work with other individual volunteers or established groups to pick up litter. Volunteers never pick up litter by themselves. Keep Smyrna Beautiful assigns the streets to the volunteer.

Dates and Shifts: Keep Smyrna Beautiful facilitates four annual Adopt-a-Mile dates. Cleanups are always held on Saturday mornings from 8:30am-11:30am. In 2019-2020, these dates are:

- Saturday, October 19, 2019
- Saturday, January 25, 2020
- Saturday, April 18, 2020 (Great American Cleanup)

Time Commitment: Shifts are between 2-3 hours depending on the area volunteers are cleaning. Volunteers do not have to commit to a certain number of events throughout the year. We welcome volunteers who want to participate once or those who would like to join us at each cleanup. To “adopt the mile” groups must commit to cleaning up their mile four times a year, however, individuals and groups do not need to adopt miles in order to participate.

Location: Volunteer check in is at Lake Court Park, 3500 Lake Dr SE, Smyrna, GA 30082 in the pavilion unless otherwise specified. Volunteers will be assigned to a specific street the day of the event. Most volunteers carpool but transportation from the check-in location to the cleanup location should not be expected.

Age Requirement: All volunteers must be at least 12 years old. Any volunteers under 18 years old need a signed waiver. 1 adult is required for every 3 minors volunteering.

Qualifications: Volunteers should feel comfortable standing for long periods, bending, and lifting a trash bag of up to 20 lbs.

Training: A mandatory training is held the morning of the activity to go over necessary program and safety information.

Supplies: Volunteers are provided with safety vests, gloves, litter pickers, and trash bags.

Supervisor: The supervisor will be the KSB staff onsite, Julie Barwig or Janet Liberman.

Dress Code: All volunteers must adhere to the follow **dress code requirements:** Long pants, Tennis shoes or high topped boots (sandals, flip-flops, or heeled boots are not permitted)



Keep Smyrna Beautiful Volunteer Job Description **Adopt -a- Stream**

About the Opportunity: Adopt-a-Stream is a water quality monitoring program, volunteers 'adopt' one of the 12 Keep Smyrna Beautiful streams and monitor on a monthly basis.

Volunteer Duties: Volunteers monitor their selected stream by taking water samples, testing samples on-site, and input their data into the statewide database.

Date and Shifts: This volunteer assignment can be completed as the volunteer's schedule will allow.

Time Commitment: Volunteers are asked to 'adopt' a stream/site for a year and commit to monitoring their site monthly. Each monitoring takes approximately 30 minutes-1 hour and can be done at any time.

Location: Streams are at locations throughout Smyrna.

Age Requirement: Volunteers must be 18 years or older to participate.

Training: Volunteers must attend an annual certification training that is about 2.5 hours long and given by the Cobb County Watershed Stewardship Program. Keep Smyrna Beautiful staff will accompany volunteers on their first monitoring.

Supplies: All necessary supplies are provided for the volunteer.

Supervisor: Your direct contact for this program is Julie Barwig.

Dress Code: There is no specific dress code requirement for this activity. Volunteers will be outside, walking in potentially wooded areas, and are advised to wear closed-toed shoes and dress according to the weather.

Reporting Hours: As this opportunity is off-site, there is no sign-in sheet. Volunteers are required to reporting their volunteer hours through a volunteer hours log that will be emailed to you after you begin volunteering.



Keep Smyrna Beautiful Volunteer Job Description **Bring One for the Chipper**

About the Opportunity: This is a Christmas tree recycling event held annually in January. The purpose of this event is to recycle old trees into mulch. Volunteers will help facilitate this process.

Volunteers Duties: Volunteers assist with a variety of tasks including directing traffic, unloading trees from cars, handing out information and seedlings, counting cars, counting trees, and collecting donations. Volunteers may choose their assignment when signing up for the volunteer opportunity.

Date and Shifts: January 5th, 2020, 8:30am-4:30pm (Volunteer Shift Time), 9:00am-4:00pm (Event Time)

Time Commitment: Shifts are about 4 hours long, 8:30am-12:30pm and 12:15pm-4:30pm. This is a one-time volunteer opportunity.

Location: Vinings Home Depot, 2450 Cumberland Pkwy SE, Atlanta, GA 30339

Age Requirement: Volunteers must be at least 18 years old to participate.

Qualifications: The main need for the event is volunteers unloading Christmas trees from vehicles, volunteers should feel comfortable lifting 50lbs. Reasonable accommodations can be made for volunteers who are assisting with other volunteer duties. All volunteers should feel comfortable standing for long periods of time.

Training: Volunteers will be provided with training instructions on-site before the volunteer opportunity begins. There will be staff on hand to address any questions or concerns.

Supervisor: The supervisor will be the KSB staff onsite, Julie Barwig or Janet Liberman.

Dress Code: All volunteers must adhere to the follow **dress code requirements:** Long pants, Tennis shoes or high topped boots (sandals, flip-flops, or heeled boots are not permitted).



Keep Smyrna Beautiful Volunteer Job Description Document Shredding

About the Opportunity: Keep Smyrna Beautiful's Document Shredding Event is a free event for Smyrna residents to securely shred and recycle their old documents in order to divert thousands of pounds of waste from the landfill. Volunteers help facilitate the event.

Volunteer Duties: Volunteers assist with unloading boxes of documents from cars, collecting donations, handing out information, breaking down boxes, and counting cars. Volunteers may choose their assignment when signing up for the volunteer opportunity.

Dates and Shifts: 8:30am-12:30pm (Volunteer Shift Time), 9:00am-12:00pm (Event Time)

- Saturday, October 12th 2019
- Saturday, March 21, 2020

Time Commitment: Shifts are 4 hours long, from 8:30am-12:30pm. This is a one-time volunteer opportunity. While this event is held twice a year, volunteers do not have to participate in both opportunities.

Location: Aline Wolfe Adult Recreation Center, 884 Church Street SE, Smyrna, GA 30080

Age Requirement: Volunteers must be at least 16 years old to participate.

Qualifications: Volunteers should feel comfortable lifting up 25-30lb boxes and standing for long periods of time.

Training: Volunteers will be provided with training instructions on-site before the volunteer opportunity begins. There will be staff on hand to address any questions or concerns.

Supervisor: The supervisor will be the KSB staff onsite, Julie Barwig or Janet Liberman.

Dress Code: This is an outside event and closed toed-shoes are required. Volunteers receive a t-shirt to wear for the event.



Keep Smyrna Beautiful Volunteer Job Description Great American Cleanup

About the Opportunity: The Great American Cleanup is a nationwide community improvement program through Keep America Beautiful. Keep Smyrna Beautiful Implements GAC locally as one of the quarterly Adopt-a-Mile Litter Cleanups. The cleanup portion of the event is between 8:00am-11:30am and there will be a picnic for all volunteers between 11:30am-1:00pm.

Volunteer Duties: Volunteers can either help with registration of cleanup volunteers or be a cleanup volunteer and assist with the litter pick up around Smyrna. All supplies are provided for cleanup volunteers and are assigned to a specific area/roadway.

Date and Shifts: Saturday, April 18, 2020, 8:00am-1:00pm - 8:00am-11:30am (Volunteer Shift Time), 11:30am-1:00pm (Volunteer Picnic Time)

Time Commitment: The shift 2.5 hours long but times can vary based on the area that volunteers are cleaning. This is a one-time volunteer opportunity. Volunteers are welcome to participate in other Adopt-a-Mile litter cleanups throughout the year but it is not required.

Location: Volunteer check-in and picnic is at Tolleson Park, 3515 McCauley Rd, Smyrna GA 30080. Volunteers will be assigned to a specific street the day of the event. Most volunteers carpool but transportation from the check-in location to the cleanup location should not be expected.

Age Requirement: All volunteers must be at least 12 years old. Any volunteers under 18 years old need a signed waiver. 1 Adult is required for every 3 minors volunteering.

Qualifications: Volunteers should feel comfortable standing for long periods, bending, and lifting a trash bag of up to 20 lbs.

Training: Volunteers will be provided with training instructions before the volunteer opportunity begins. There will be staff on hand to address any questions or concerns.

Supplies: Volunteers are provided with safety vests, gloves, litter pickers, and trash bags.

Supervisor: The supervisor will be the KSB staff onsite, Julie Barwig or Janet Liberman.

Dress Code: All volunteers must adhere to the follow **dress code requirements:** Long pants, Tennis shoes or high topped boots (sandals, flip-flops, or heeled boots are not permitted)

Group Size: Volunteers can participate individually and in groups of up to 20.



Keep Smyrna Beautiful Volunteer Job Description Jonquil Festival (Fall and Spring)

About the Opportunity: The Fall Jonquil Festival is an annual City of Smyrna festival featuring local artisans, non-profit booths, live music, children's activities, and more! Volunteers will help facilitate this event, share information, and collect donations.

Volunteer Duties: Volunteers will be sharing information about Keep Smyrna Beautiful, talking about KSB programs; the Smyrna Recycling Center and taking payments for Jonquil bulbs (fall only).

Dates and Shifts: Fall Jonquil Festival- October 26th & 27th, 2019. 2020 Dates TBD. Saturday shifts are between 9:30am-6:00pm and Sunday shifts are between 11:30am-5:30pm.

Time Commitment: Shifts are 2-2.5 hours long. This is a one-time volunteer opportunity, no additional commitments are necessary.

Location: 200 Village Green Circle, Smyrna Community Center (exact location of the tent will be sent out closer to volunteer date)

Age Requirement: All volunteers must be at least 16 years old. Any volunteers under 18 years old need a signed waiver.

Qualifications: Volunteers need to be outgoing, friendly, and have great interpersonal communication skills.

Training: Volunteers will be provided with training instructions before the volunteer opportunity begins. There will be staff on hand to address any questions or concerns.

Supervisor: The supervisor will be the KSB staff onsite, Julie Barwig or Janet Liberman.

Dress Code: Comfortable close toed shoes and the provided t-shirt.



Keep Smyrna Beautiful Volunteer Job Description Garden Tour

About the Opportunity: The annual Garden Tour, Keep Smyrna Beautiful's signature event, highlights lovely and innovative gardens within Smyrna. Designed to engage and educate, attendees walk away inspired to beautify and enhance their own homes and neighborhoods.. Volunteers help facilitate this event.

Volunteer Duties: Volunteers are stationed at each of the five gardens. They will check tickets, ensure garden visitors stay on designated paths so that guest do not harm the property, and remind visitors to visit the Tea Room for refreshments, plant sale etc.

Date and Shifts: May 16, 2020, 9:45am-1pm and 12:45pm-4:15pm.

Time Commitment: Shifts are usually about 3 hours long. This is a one-time volunteer opportunity, no additional commitments are necessary.

Location: Volunteer check-in is at the Taylor-Brawner House at 3182 Atlanta Rd SE, Smyrna, GA 30080

Age Requirement: Volunteers must be at least 16 years old to participate.

Qualifications: Volunteers need to be outgoing, friendly, and have great interpersonal communication skills.

Training: Volunteers will be provided with instructions before the volunteer opportunity begins and will have a volunteer binder on-site during their volunteer shift for reference.

Supervisor: The supervisor will be the KSB staff onsite, Julie Barwig or Janet Liberman.

Dress Code: Comfortable close toed shoes. Keep Smyrna Beautiful will provide an event t-shirt for all volunteers to wear.



Keep Smyrna Beautiful Volunteer Job Description Summer Concerts (Litter Free Events)

About the Opportunity: The Smyrna Summer Concert Series hosted by the City of Smyrna are Litter Free events. Keep Smyrna Beautiful ensures their success with volunteer support.

Volunteer Duties: Volunteers distribute trash bags for attendees to use throughout the event. Bags will be placed at each table and to all other concertgoers.

Dates and Shifts: Shifts will be on Saturday evenings in June, July, and August. Exact dates TBA.

Time Commitment: Shifts are 2 hours long. Volunteers can sign up for one or more of the concerts. No additional commitment is required.

Location: Smyrna Community Center, 200 Village Green Circle, Smyrna, GA 30080

Age Requirement: Volunteers can be 10 years old and up for this opportunity. All volunteers under 18 years old must have a waiver. Volunteers under 16 years old must be accompanied by a parent.

Qualifications: Volunteers need to be outgoing, friendly, and have great interpersonal communication skills. Volunteers should be comfortable walking for long periods.

Training: Volunteers will be provided with instructions before the volunteer opportunity begins. There will be staff on hand to address any questions or concerns.

Supervisor: The supervisor will be the KSB staff onsite, Julie Barwig or Janet Liberman.

Dress Code: Comfortable close toed shoes and the t-shirt provided by KSB.



Keep Smyrna Beautiful Volunteer Job Description Rivers Alive

About the Opportunity: At Keep Smyrna Beautiful, we work to protect our local waterways. We collaborate with Keep Marietta Beautiful for our largest water initiative, Rivers Alive, Georgia's Annual Waterway Cleanup. Volunteers can clean and preserve Georgia's waterways by volunteering at this annual cleanup and stop litter from polluting our waterways, harming wildlife or going into our oceans.

Volunteer Duties: This is a river clean up event on the trails and tributaries of the Chattahoochee River. Volunteers work in teams to clean up litter from trails and waterways.

Date and Shift: September 14, 2019. Volunteer check in is between 8:00am-8:30am. Shift is from 9:00am-11:00am after a safety training.

Time Commitment: The shift time is 2 hours long. This is a one-time volunteer opportunity, no additional commitments are necessary.

Location: Pace Mills area of the Chattahoochee River National Recreation Area on Cobb Parkway (Highway 41). 3444 Cobb Pkwy, Atlanta, GA 30339

Age Requirement: All volunteers must be at least 12 years old. Any volunteers under 16 years old must have a parent present during the entire volunteer activity. Anyone under 18 years old need a signed waiver.

Qualifications: Volunteers should feel standing for long periods, bending, and lifting a trash bag of up to 20 lbs.

Training: There will be a safety training conducted after volunteer check-in prior to the beginning of the volunteer activity. There will be staff on hand to address any questions or concerns.

Supervisor: The supervisor will be the KSB staff onsite, Julie Barwig or Janet Liberman.

Dress Code: All volunteers must adhere to the follow **dress code requirements:** Long pants, Tennis shoes or high topped boots (sandals, flip-flops, or heeled boots are not permitted)



Keep Smyrna Beautiful Volunteer Job Description America Recycles Day

About the Opportunity: America Recycles Day is a nationally recognized day dedicated to promoting and celebrating recycling. Keep Smyrna Beautiful will be holding an appreciation event for recyclers. Volunteers will help facilitate this event, share information, and distribute items.

Volunteer Duties: Volunteers help with the contest, 'guess the weight of the bale' and hand out information and giveaways to recyclers.

Dates and Shifts: Saturday, November 16, 2019, 10:00am-12:00pm, 12:00pm-2:00pm

Time Commitment: The shift time is 2 hours long. This is a one-time volunteer opportunity, no additional commitments are necessary.

Location: Smyrna Recycling Center at 3475 Lake Drive, Smyrna, GA 30082

Age Requirement: All volunteers must be at least 12 years old. Any volunteers under 18 years old need a signed waiver. Volunteers under 16 years old must be accompanied by a parent.

Qualifications: Volunteers need to be outgoing, friendly, and have great interpersonal communication skills. Volunteers should be comfortable standing for long periods.

Training: Volunteers will be provided with instructions before the volunteer opportunity begins. There will be staff on hand to address any questions or concerns.

Supervisor: The supervisor will be the KSB staff onsite, Julie Barwig or Janet Liberman.

Dress Code: Comfortable close toed shoes and the t-shirt provided by KSB.