



KEEP  
SMYRNA  
Beautiful

KEEP AMERICA BEAUTIFUL AFFILIATE

# Volunteer Handbook

2023 Edition

3475 Lake Drive  
Smyrna, GA 30082  
[Ksbinc15@gmail.com](mailto:Ksbinc15@gmail.com)  
678-631-5519

# How to Reach Keep Smyrna Beautiful

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MAILING ADDRESS  
3475 Lake Drive SE  
Smyrna, GA 30082  
770-431-2863

## Contact People

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Julie Barwig ..... Executive Director.....770-431-2863  
Eloise Holland..... Keep Smyrna Beautiful Coordinator...678-631-5519  
Jerod Stewart ..... Recycling Center Coordinator.....770-431-2869  
In case of Fire .....911  
Emergencies.....911

## Holiday Schedule

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### Holidays and Closure Days:

New Years Day	January 2 (Observed)
M. L. King Birthday	Third Monday in January
Good Friday	April 7
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 10 (Observed)
Thanksgiving	Fourth Thursday and Friday in November
Christmas	December 25 and December 26

## KSB Office Hours

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Monday - Friday	8:00 A.M. - 5:00 P.M.
Saturday	Closed
Sunday	Closed

Please note that the office is only accessible to volunteers when both Keep Smyrna Beautiful and the Recycling Center is open.

## Recycling Center Hours

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Monday	Closed
Tuesday	8:00 A.M. - 4:00 P.M.
Wednesday	8:00 A.M. - 4:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	8:00 A.M. - 4:00 P.M.
Saturday	8:00 A.M. - 4:00 P.M.
Sunday	Closed

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## Welcome to Keep Smyrna Beautiful

Dear Volunteer,

Welcome to Keep Smyrna Beautiful! Keep Smyrna Beautiful is thrilled to welcome you to our team of volunteers. We are grateful that you have chosen to volunteer with us. We know that your time is precious and we appreciate that you are willing to share that time with us.

For 37 years, Keep Smyrna Beautiful has worked to protect the environment and quality of life in Smyrna. Volunteer support is essential in those efforts. Volunteers with Keep Smyrna Beautiful do everything from cleaning litter from streets, trails, and waterways to facilitating special events to raising funds for local schools. Keep Smyrna Beautiful could not operate without dedicated volunteers like you. Your commitment and contributions are vital to our success.

We hope that each and every volunteer experience with Keep Smyrna Beautiful is enjoyable and rewarding. Keep Smyrna Beautiful staff and board of directors is looking forward to your assistance!

Thank you!



Julie Barwig  
Executive Director

## **Purpose of the Volunteer Handbook**

The purpose of the volunteer handbook is designed to introduce you to Keep Smyrna Beautiful so that you may familiarize yourself with our history, programs, events, and policies.

No volunteer handbook can answer all the questions that you may have about Keep Smyrna Beautiful or our volunteer program. The handbook, along with the volunteer orientation, and volunteer job description packet should be utilized.

Please read this handbook carefully before your volunteer role and refer to it whenever you have questions. If you do have questions, please ask Keep Smyrna Beautiful staff, we will gladly answer them.

# Mission and History

## Mission

The mission of Keep Smyrna Beautiful is to inspire our community to be clean, green, and beautiful.

## History

Keep Smyrna Beautiful began in 1984 as Smyrna Clean and Beautiful, Inc. through a city of Smyrna ordinance. We function as a hybrid organization, with the Keep Smyrna Beautiful, Inc., the nonprofit and Keep Smyrna Beautiful, a city department. The Keep Smyrna Beautiful Commission, which consists of appointees of the Mayor and Council, services as half the members of the Board of Directors for the nonprofit organization. The nonprofit and city department work together to accomplish KSB's mission.

KSB is an affiliate of both the Keep Georgia Beautiful and Keep America Beautiful System. Since our inception, we have been the premiere environmental organization within the city of Smyrna working to end littering, reduce waste, promote recycling, and beautify Smyrna.

### **KSB Board of Directors**

Liz Davis, Mayor's Appointment

Shawn Garcia, Ward 1

Lisa Castleberry, Ward 2

Betty Williams, Ward 3

Karleen McNabb, Ward 4, Vice Chair

Maggie McGarity, Ward 5, Treasurer

Nell Robinson, Ward 6

Tripti Gadgade, Ward 7

Ed Plansker, At Large

Phyllis Owens, At Large, Board Chairperson

Michael Power, At Large

Sally Knox, At Large, Secretary

# Volunteering with Keep Smyrna Beautiful

## The Orientation Process

1. Fill out online volunteer application form
2. Receive welcome email
3. Review Volunteer Handbook
4. Review Volunteer Job Description Packet
5. Sign the digital waiver
6. Sign up to volunteer through volunteer emails and start volunteering!

## Volunteer Expectations

Keep Smyrna Beautiful promotes a safe and friendly environment to volunteer in. As KSB volunteers, you are expected to:

- Know your own duties and stay on task
- Cooperate with staff and volunteers, and maintain a team attitude
- Voice your opinions and contribute your suggestions to improve KSB's work
- Sign in and out each time you arrive to and leave a volunteer assignment when required
- Be on time for scheduled meetings and volunteer assignments
- Honor your commitment and come when scheduled
- Treat all volunteers, staff, and bystanders with respect

# Volunteer Opportunities

For available volunteer opportunities, please review the following programs and events that require volunteer support. Volunteers should also refer to the Volunteer Job Description Packet that is included in the welcome email for a more extensive overview of all our available volunteer opportunities.

## Litter Prevention and Reduction

### Community Cleanups

Community Cleanups are a litter reduction program established by Keep Smyrna Beautiful in 2020. They are targeted cleanups held twice a month along roadways and other areas in Smyrna that are designed to combat and reduce litter.

### Adopt-A-Mile (AAM)

The Adopt-A-Mile program is a quarterly litter roadway cleanups for group volunteers. Groups commit to ‘adopting’ a stretch of roadway.

### Adopt-A-Trail (AAT)

The Adopt-A-Trail program is a litter cleanup of the first mile of the Silver Comet Trail. For this program, a designated group goes out monthly to pick up litter. *This opportunity is not currently available as it has been adopted.*

### Great American Cleanup (GAC)

The Great American Clean-Up is a nationwide community improvement program of Keep America Beautiful. Keep Smyrna Beautiful implements the Great American Cleanup locally as one of our quarterly Adopt-a-Mile litter cleanups in April.

### Litter Free Events

KSB works with the City of Smyrna to provide “Litter Free” events at the 3 city concerts each year in Village Circle by handing out trash bags to attendees and collecting recycling when possible.

### Rivers Alive

Rivers Alive is Georgia’s Annual Waterway Cleanup. KSB partners with Keep Marietta Beautiful, Keep Cobb Beautiful, and Cobb County Watershed Stewardship Program for a local cleanup just outside of Smyrna at Chattahoochee River National Recreation Area: Paces Mill



## **Events**

### **Garden Tour**

KSB's annual Garden Tour returns this year with local gardens, a plant sale, and tea room for attendees. All proceeds from the tour support the missions of both organizations in addition to a designated amount for student scholarships.

### **America Recycles Day (ARD)**

America Recycles Day is a day dedicated to promoting and celebrating recycling on November 15<sup>th</sup>.

### **Bring One for the Chipper**

Bring One for the Chipper is an annual Christmas tree recycling program. The recycled trees are turned into mulch and the mulch is made available to the community for free. The initiative is an effort to keep real trees out of the landfill.

### **Document Shredding**

Document shredding is a free community event that KSB provides bi-annually in the spring and fall. KSB provides a service of secure document shredding and recycling to community members.

### **Jonquil Festival**

Keep Smyrna Beautiful has an informational booth at the spring Jonquil Festivals. KSB shares information about our programs and the Smyrna Recycling Center. The Garden Tour is promoted at the spring festival.

### **Crafts & Drafts Festival**

Keep Smyrna Beautiful has an informational booth at the Crafts & Drafts Festival (formerly the fall Jonquil Festival) each fall. KSB shares information about our programs and the Smyrna Recycling Center. Jonquil bulbs are sold at the fall festival.

## **Environmental Stewardship**

### **Adopt-A-Stream (AAS)**

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.

## **Storm Drain Marking**

Storm Drain Marking is a water quality awareness program. Volunteers place 4" rounds on storm drains that educate the public.

## **2023 Calendar of Events**

The following are subject to change. Any volunteer opportunities with the following events will be included in the Volunteer Opportunities emails sent out each month. If you have questions about volunteering at an event, please contact Eloise at [eholland@smyrnaga.gov](mailto:eholland@smyrnaga.gov).

January 7 – Bring One for the Chipper

January 21 – Adopt-a-Mile

February 17 – Arbor Day

March 18 – Document Shredding

April 15 – Adopt-a-Mile

April 29 & 30 – Jonquil Festival

May 6 – Garden Tour

June 10 – Litter-Free Event (Summer Concert)

July 15 – Adopt-a-Mile

July 15 – Litter-Free Event (Summer Concert)

TBD – Rivers Alive

September 9 – Document Shredding

October 7 – Litter-Free Event (Smyrna Birthday Celebration)

October 14 – Adopt-a-Mile

October 21 – Bulky Trash Amnesty Day

October 28 & 29 – Crafts & Drafts Festival

November 15 – America Recycles Day

December 16 – Smyrna Wondrous Winter Cleanup

## **Volunteer Policies & Procedures**

## **Attendance**

Sign-in time sheets help us track your volunteer hours. All volunteer opportunities will have a paper sign-in sheet provided unless otherwise noted in advance. All volunteers are required to sign in when they begin their volunteer shift and sign-out when they are finished.

## **Absence and Lateness**

If you are unable to volunteer for your shift or if you will be late, please notify our staff as soon as possible.

Eloise Holland, Keep Smyrna Beautiful Coordinator  
Office: 678-631-5519  
Cell: 404-548-7082  
Email: eholland@smyrnaga.gov

Julie Barwig, Executive Director  
Office: 770-431-2863  
Cell: 404-357-9923  
Email: jbarwig@smyrnaga.gov

## **Inclement Weather**

Most volunteer opportunities are outdoors. In the case of inclement weather that inhibits the ability of volunteers to do their assigned tasks or risks the safety of volunteers, Keep Smyrna Beautiful will cancel the volunteer activity in question. Any cancelled volunteer shifts will be communicated via email to all volunteers. Volunteers can also call 404-357-9923 for clarification and if there is a cancellation, an automated message will inform volunteers.

## **Safety Guidelines**

### **COVID**

- Hand sanitizer will be provided at all activities.
- Shared supplies (safety vests, gloves, and pickers) will be cleaned in between volunteer use.
- Volunteers must follow all relevant laws and are encouraged to practice the most recent safety guidelines as identified by public health authorities.

### **Outside Volunteer Events**

- Wear a safety vest and gloves.
- Wear appropriate clothing including bright colored long sleeves, long pants, closed toed shoes, and long socks.
- Work within individual capabilities.
- Use the tools given to pick-up litter and debris.
- Work 10 feet on either side of the centerline of the trail.
- Avoid dangerous areas such as bridges and construction areas, high grass, and steep slopes.
- Work in groups up to 3-4, but never alone.

- Closely supervise any youth. Volunteers must be at least 12 years old. All volunteers under the age of 18 must have their parent or guardian sign the Keep Smyrna Beautiful Parental Consent and Liability Release form and turn it in prior to or at the time of sign-ins. Youth groups should have a 3:1 youth to adult ratio.
- Be aware of holes, broken bottles, nails, and other sharp materials.
- Do not remove any hazardous material, including broken glass.
- Hold a safety meeting with your group prior to litter pick-up, including warm-up exercises and gentle stretching of all major muscles to avoid strain.
- Be aware of and avoid possible contact with poisonous plants, stinging insects, fire ants, and snakes.
- Bring medications for known allergies or medical conditions.
- Do not partake in, possess, or distribute alcoholic beverages while involved in litter pick-up.
- Be mindful of severe weather changes and darkness and do not work in the dark or if bad weather is approaching.
- Work facing the traffic when near roads or streets.
- Call 911 if any emergency arises and complete an incident form.
- Work safely.

### **Recycling Center**

- Wear appropriate clothing including long sleeves, long pants, and closed toed shoes.

### **Confidentiality**

Volunteers may be in receipt of confidential information; including but not limited to identities, records, memoranda, data and results pertaining to, arising from or containing particulars of confidential information. Volunteers agree that they shall not at any time while they are providing services for Keep Smyrna Beautiful, Inc., or at any time after those services are completed, disclosed to anyone such confidential information.

Volunteers who work in with KSB files or in the database will be required to sign a Nondisclosure of Confidential Information form. Failure to maintain confidentiality may result in the termination of the volunteer's relationship with Keep Smyrna Beautiful, or other corrective action.

### **Compensation**

Volunteers in the Keep Smyrna Beautiful, Inc. volunteer program will not receive any monetary compensation as a benefit of this position. Volunteers participate without the promise, expectation, or receipt of compensation and offer their services freely and without pressure or coercion, direct or implied, from Keep Smyrna Beautiful, Inc.

## **Ownership of Intellectual Property**

Keep Smyrna Beautiful reserves the right to ownership of any type of program, literature, etc. that could be considered intellectual property that is created in connection with a volunteer's work with Keep Smyrna Beautiful.

## **Equal Opportunity Policy**

Keep Smyrna Beautiful, Inc. supports equal opportunity and is against all forms of discrimination. It is the policy of KSB to provide equal opportunity to all qualified individuals without regard to their race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, marital status, military status, political opinion, national origin, familial status, or any other status protected by law.

## **Accessibility & Accommodations**

Keep Smyrna Beautiful is committed to ensuring equal access and participation for people with disabilities and will do its best to provide needed accommodations. When it's not possible to provide accommodations for a specific role, KSB will work with volunteers to find an alternative role. Feedback on accessibility can be provided to Julie Barwig at [jbarwig@smyrnaga.gov](mailto:jbarwig@smyrnaga.gov).

## **Violence**

Keep Smyrna Beautiful has zero tolerance for violence. Acts or threats of physical violence, including intimidation, harassment, and/or coercion, will not be tolerated at Keep Smyrna Beautiful.

## **Possession of Firearms**

Volunteers are prohibited from being in unauthorized possession or use of firearms or any other weapon while engaged in business of Keep Smyrna Beautiful, Inc.

## **Property Damage or Theft**

Volunteers are prohibited from the following behaviors concerning property damage and theft:

- Defacing, destroying, or damaging property of Keep Smyrna Beautiful, Inc., the City of Smyrna, or the property of employees, volunteers, or citizens.
- Any unauthorized taking of property from Keep Smyrna Beautiful, Inc., the City of Smyrna, employees, volunteers, or citizens.

## **Unacceptable Behavior**

Any volunteers exhibiting the following behaviors or actions will result in corrective action or termination. The degree of corrective action is at the discretion of Keep Smyrna Beautiful, Inc.

- Unauthorized sleeping during scheduled shift time.
- Insubordination, such as failure to follow a reasonable instruction of staff on a volunteer job-related manner.
- Threatening or intimidating staff, volunteers, board members, or citizens.

- Failure to maintain confidentiality, when such confidentiality is appropriate and necessary.
- Acts of discourtesy, rudeness, or disrespect to the public, volunteers, or KSB board.

### **Drug and Alcohol Use**

Volunteers are subject to immediate termination if they are under the influence of drugs or alcohol while performing their volunteer duties. Volunteers may not bring drugs or alcohol into Keep Smyrna Beautiful facility under any circumstances. Volunteers are prohibited from reporting to work intoxicated or under the influence of alcohol and/or illegal drugs or the abuse of over-the-counter medication. Any possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drug is prohibited and will result in immediate termination.

### **Harassment**

Keep Smyrna Beautiful, Inc. is committed to providing volunteers with an environment that is free from discrimination and unlawful harassment.

Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Harassment of any sort - verbal, physical, or visual - will not be tolerated. Harassment related to one's race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other legally protected characteristic is cause for immediate termination.

Any KSB volunteer that experiences or becomes aware of an incident of harassment must bring it to the immediate attention to a Keep Smyrna Beautiful staff member or board of directors' member. Once aware of any incidents of harassment, KSB will take prompt and appropriate disciplinary action. Any intern or volunteer found to have harassed a fellow intern, volunteer, subordinate, staff member, or citizen will be subject to severe disciplinary action up to and including termination.

### **Termination Policy**

Keep Smyrna Beautiful is an at-will organization and has the right to terminate a volunteer without cause, but will always consider the cause leading to the termination. In general, failure to adhere to the policies of Keep Smyrna Beautiful is cause for immediate release.

Grounds for immediate termination may also include, but are not limited to:

- Failure to adhere to safety guidelines

- Reporting to a volunteer event under the influence of alcohol or drugs
- Possession, distribution, sale, transfer and/or use of alcoholic beverages, illegal drugs, or other illegal substances
- Theft of property or misuse of equipment or materials
- Negligence or conduct leading to damage of property
- Falsifying statements on the volunteer application
- Illegal, violent, or unsafe acts
- Abuse or mistreatment of volunteers, staff, and/or bystanders
- Sexual or other harassment
- Unwillingness to support and further the mission of the organization

### **Volunteer Feedback**

While Keep Smyrna Beautiful desires every volunteer to receive fair and impartial treatment, it does recognize that conflicts, misunderstandings, and problems arise from time to time. Problems or concerns may arise among volunteers or between volunteers and KSB staff. Although most misunderstandings can and should be solved on an informal basis, more formal provisions have been made in order to resolve difficult problems.

The procedure for raising a problem or concern is as follows:

1. The volunteer should directly inform the person who is the source or cause of the problem/concern that a problem/concern exists. Those involved should attempt to resolve the issue informally and independently.
2. If the volunteer does not wish to communicate directly with the individual who is the source or cause of the issue or fails to resolve the issue after discussing it with the other party, the volunteer should then contact the Coordinator or Executive Director.
3. If the problem/concern is about the Executive Director, then the volunteer may contact the KSB Board Chair Phyllis Owens at [phyllisaowens@gmail.com](mailto:phyllisaowens@gmail.com).
4. An anonymous reporting form is also available to report safety problems/concerns or problems/concerns with other volunteers or staff members. If a staff member is named, the issue will be directed to their supervisor to address. The anonymous reporting form [can be accessed here](#).

### **Risk Management Policy**

Keep Smyrna Beautiful (KSB) is subject to certain risks that affect our ability to operate, serve our community, and protect assets. These include risks to employees and volunteers, liability to others and risks to property. Controlling these risks through a formal program is necessary for the well-being of the organization and everyone in it.

The jobs and services the organization provides, the safety of the workplace, and other benefits all depend to an extent on our ability to control risks. Staff has the ultimate responsibility to control risks. Control includes making decisions regarding which risks are acceptable and how to address those that are not. Those decisions can be made only with the participation of all

personnel and volunteers because each of us understands the risks of his or her own tasks better than anyone else in the organization. Each is responsible for reporting any unsafe conditions they see. Also, each is encouraged to suggest ways in which we can operate more safely.

We are committed to the careful consideration of everyone's suggestions, and to taking appropriate action to address risks. Accidents and other situations involving loss or near-loss will be investigated as part of the effort to manage risks. Every employee's and volunteer's performance will be evaluated, in part, according to how he or she complies with this policy.

### **Volunteer Safety & Expectations**

Safety guidelines and expectations around volunteer behavior are outlined in this KSB Volunteer Handbook. Each volunteer is expected to read the handbook and sign a waiver confirming they have read the handbook. New volunteers also sign a release of liability, photo release, and medical release waiver.

### **Feedback & Evaluation**

As outlined in this Handbook, KSB invites feedback from volunteers to ensure safety and appropriate behavior. When possible, volunteers should directly inform the person who is the source or cause of the problem/concern that a problem/concern exists. If this is not possible or it does not resolve the situation, volunteers should contact the Coordinator or Executive Director. If the problem/concern is about the Executive Director, then the volunteer may contact KSB Board Chair Phyllis Owens at [phyllisowens@gmail.com](mailto:phyllisowens@gmail.com).

An anonymous reporting form is also available to report safety problems/concerns or problems/concerns with other volunteers or staff members. If a staff member is named, the issue will be directed to their supervisor.

### **Anonymous Reporting**

The anonymous reporting form [can be accessed here](#).

### **Termination Policy**

Failure to adhere to policies of Keep Smyrna Beautiful is cause for termination. KSB policies are outlined in this Handbook, including a list of offenses that are grounds for immediate termination.





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Keep Smyrna Beautiful  
Volunteer Job Description Packet  
2023 Edition

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## Keep Smyrna Beautiful Volunteer Job Description Community Cleanups

**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 stretch of roadway in Smyrna.

**Dates and Shifts:** Keep Smyrna Beautiful facilitates two-four community cleanups each month. Volunteers can also work with KSB Coordinator to independently cleanup roadways.

**Time Commitment:** Shifts are 1.5 hours long.

**Location:** Dependent on the location of the street for cleanup. Volunteers will receive the location one or two days prior to their scheduled activity.

**Age Requirement:** All volunteers must be at least 12 years old. Any volunteers under 18 years old need a signed waiver and a parent must be present for anyone under 16 years old.

**Qualifications:** Volunteers should feel comfortable standing for long periods, bending, and lifting a trash bag of up to 30 lbs.

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

**Supervisor:** The supervisor will be the KSB staff onsite, Eloise Holland or Julie Barwig.

**Dress Code:** All volunteers must adhere to the following 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 7 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 Water System. 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 Eloise Holland.

**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 report their findings and time spent monitoring through the Georgia Adopt-a-Stream site.



## 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, and counting cars. Volunteers may choose their assignment when signing up for the volunteer opportunity.

**Date and Shifts:** January 7, 2023

**Time Commitment:** Shifts are about 2 to 2.5 hours long. 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 16 years old to participate.

**Qualifications:** The main need for the event is volunteers unloading Christmas trees from vehicles, volunteers should feel comfortable lifting 20-40lbs. 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, Eloise Holland.

**Dress Code:** All volunteers must adhere to the following 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, thereby diverting 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)

- March 18, 2023
- September 9, 2023

**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 20-30lb 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, Eloise Holland.

**Dress Code:** This is an outside event and closed-toed shoes are required.



## 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, Cobb Water, and Keep Cobb 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 and harming wildlife.

**Volunteer Duties:** This is a river cleanup 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:** TBD, Sometime in August or September 2023

**Time Commitment:** The shift time is about 3-4 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, Eloise Holland.

**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 Storm Drain Marking

**About the Opportunity:** Storm Drain Marking is a volunteer activity that helps prevent water pollution. Storm drain markers are put in place to inform the public that dumping litter on roadsides or into curbside drains is not permitted. This is because as stormwater rushes into these drains, the water and litter mixed into it remains unfiltered and leads directly to local streams. The markers are eye-catching, colorful 4" round durable decals that are adhered to the tops of storm drains so that the public easily sees them.

**Volunteer Duties:** Volunteers will travel to local roads or within neighborhoods and adhere one 4" round decal to the top of the storm drains designated by KSB staff. Volunteers will also pass out Storm Drain Marking information flyers to inquisitive citizens.

**Dates and Shifts:**

- One storm drain marking activity will be held each month. The date and time will vary. Volunteers can also work with KSB Coordinator to independently mark storm drains.

**Time Commitment:**

- Shifts are 1.5 hours long.

**Location:** Dependent on the location of the drains to be marked. KSB staff will let volunteers know the location of the event one or two days prior to the activity.

**Age Requirement:** All volunteers must be at least 8 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 should be comfortable standing, walking, and bending for extended periods.

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

**Supervisor:** A supervisor will be available as needed and if available on the date of the opportunity. The supervisor will be the KSB staff onsite, Eloise Holland or Julie Barwig.

**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 Event Volunteer

**About the Opportunity:** Event volunteers provide information about Keep Smyrna Beautiful, educate about local environmental issues, hand out trash bags and collect recycling at city events, serve as garden docents during the annual Garden Tour, and provide general event support.

**Volunteer Duties:** Volunteers work individually and in pairs to support KSB events, which include the annual Smyrna Garden Tour and tabling at local festivals and fairs.

**Dates and Shifts:** Shifts and dates are varied. In 2023, volunteer opportunities will be available on the following dates:

- Saturday & Sunday, April 28 & 30 (Jonquil Festival)
- Saturday, May 6 (Garden Tour)
- Saturday, June 10 (Litter-Free Event, City of Smyrna Summer Concert)
- Saturday, July 15 (Litter-Free Event, City of Smyrna Summer Concert)
- Saturday, October 7 ((Litter-Free Event, City of Smyrna Birthday Concert)
- Saturday & Sunday, October 28 & 29 (Crafts & Drafts)

**Time Commitment:** Shift lengths vary but are usually 2 hours long.

**Location:** Litter-Free Events and Festivals are in downtown Smyrna. The Garden Tour is held at several locations around the city.

**Age Requirement:** All volunteers must be at least 12 years old. Any volunteers under 18 years old need a signed waiver and a parent must be present for anyone under 16 years old.

**Qualifications:** Volunteers should feel comfortable talking with members of the community and conveying information. Event volunteers are sometimes required to stand for an extended period. Some Litter-Free Event Volunteers will need to be able to walk and pick up recycling bags that weigh up to 20 lbs. Some Garden Tour Volunteers will need to be able to walk on uneven terrain.

**Supplies:** Volunteers are provided with the appropriate supplies for the activity, which may include volunteer badges, litter bags, and educational materials.

**Supervisor:** The supervisor will be the KSB staff onsite, Eloise Holland or Julie Barwig.

**Dress Code:** These events are usually outside, so closed-toed shoes are recommended.