**Town of Ingersoll – Trail Inspectors.**

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| **Section 1 – Role Description** |
| **Role Overview:**  Through the Council Strategic Plan and through the Recreation Master Plan the community made it clear that trails and trail usage were of high importance of them. To ensure the Towns Trail network is maintained to meet this importance the town has created volunteer trail inspector positions. Through these positions community members who may already be out on our trails will be able to perform inspections of the trails to provide the community services department with data about current trail conditions and will inform staff of any potential maintenance concerns or issues that may need to be addressed so that we can continue to ensure trails remain open and safe to the public.  Make an impact by performing trail inspections while out walking on various Town Trails. The inspections will be used to help Town staff ensure trail standards are maintained.  Incumbents serve as trail ambassadors by noting trail maintenance conditions directly to Town staff for them to review and address in a timely fashion.  Volunteers report directly to Supervisors of Facilities and Parks.  **Nature of Work:**  Work involves responsibility of performing inspections following a provided template.  Duties:   * Visit trail to perform inspection. * Walk the trail and complete inspection report form that is provided and submit to [recmgmt@ingersoll.ca](mailto:recmgmt@ingersoll.ca) or drop off completed inspection forms to the Victoria Park Community. Note just because an item may be noted for repair or replacement on the inspection report does not guarantee that staff will repair or replace noted item, rather Town staff will receive the inspection report and review to determine next steps. * Pick up garbage etc along the trail and place in containers along the trail. * Maintain cleanliness and safety in assigned work areas and perform all tasks in compliance with safety guidelines and requirements. * Report information on maintenance concerns as well as unsafe or unusual conditions to the supervisor. * Perform other duties assigned by the supervisor.   **Key Qualification**   * Be at least 14 years of age * Willingness to work with staff, other volunteers, and park visitors. * Must maintain a positive image when dealing with the public and have the ability to deal courteously with the public. * Ability to take directions from the program supervisor * Dependable, flexible and willing to volunteer weekends and holidays as need * Follows safe working procedures. * Knowledge of skills required for agreed-upon service project.   **What is provided?**   * Safety training by parks department * Inspection Forms * Litter pickers * Litter collection buckets or bags * Gloves   Please Note Inspections can be completed and submitted at anytime. Volunteers will report directly to the Supervisor of Facilities and Parks. By filling out this application, you agree to commit to helping perform trail inspections at least once a month. |

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| **Section 2 – Qualification Criteria** |
| Before completing this application form. Please review the criteria listed below. To be accepted as a parks clean-up volunteer, you must:   * Have willingness to work other volunteers, and park visitors. * Maintain a positive image when dealing with the public and have the ability to deal courteously with the public. * Have ability to take directions from the Supervisor of Facilities and Parks. * Follow safe working procedures.   **What is provided?**  As a valued trail inspection volunteer, you’ll receive the following support and resources:   * Safety training conducted by the Parks and Recreation department * Litter pickers * Litter collection buckets or bags * Gloves * Safety Vest   **Important Information**   * **Completed application forms may be submitted via email to** [**monique.donmoyer@ingersoll.ca**](mailto:monique.donmoyer@ingersoll.ca) **or dropped off at Town Centre located at 130 Oxford St. 2nd Floor, Ingersoll ON, N5C 2V5.** * **Please note as a requirement of being trail inspector, a police check will be conducted by the Town.** |

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| **Section 3 – Trail Inspection Volunteer Application Information** | |
| First and last name: |  |
| Phone number: |  |
| Email address: |  |
| Home address: |  |
| Trails to which you are applying to serve as ambassadors (Select All Interested In): | |
| North Meadows Trail  Thomas Ingersoll Trail  Douglass Carr Trail  Lawson Trail  Butternut Woods Trail | |
| Please indicate your general availability for volunteering. Check all that apply:  Weekdays (Monday – Friday)  Mornings  Afternoons  Flexible/Varies | |
| How many hours per month would you like to volunteer? Please provide an estimate.  Less than 5 hours  5-10 hours  11 hours or more | |
| Do you have any limitations to the trail inspector activities?  Yes:  No: | |
| If yes, please explain in general: | |
| **Recruitment Accommodation** | |
| The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. If you require accommodation, please contact the HR Coordinator via email, telephone or in-person:   * Phone number: (519) 485 - 0120 ext. 6238 * Email: [**monique.donmoyer@ingersoll.ca**](mailto:monique.donmoyer@ingersoll.ca) * Office: 130 Oxford St. 2nd floor, Ingersoll, ON | |

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| **Section 4 – Declaration** |
| **By signing below, I understand and agree that:**   * I will not be paid for my volunteer work * I must adhere to Municipal policies, guidelines and procedures, as well as the laws on Ontario and Canada in regard to my volunteer work. * While working as volunteer performing duties assigned by the municipality, I will be considered an insured under the Municipality’s Liability Policy protecting against claims of third party injury or property damage. * I understand that this is a volunteer position, and as such, I will not be entitled to the same benefits as employees, such as the Municipality health benefits program and WSIB coverage. * If I am successfully accepted as a volunteer, I consent to the Town of Ingersoll conducting a Police Record Check on me. * I, the undersigned, agree that all of the information that I provide in this application form is accurate and true. I further confirm that I have not been convicted of any crime for which a pardon has not been received. I understand and agree that any misrepresentation in connection with this application may result in the cancellation of my application or termination of my volunteer position with the Corporation of the Town of Ingersoll.   **I also understand that any offer of employment that is made will be conditional on my ability to produce a clear Criminal Background Check or Vulnerable Sector Screen, which will be conducted by the Town of Ingersoll at no cost to me and before my first day of employment with the Town.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***Date Signature*** |