Liberty Lands was begun as a dream and its greatest wonder is that it is a reality.
We made a park out of a vacant lot and have kept it going with just the community's support. In recent years, the group making decisions about the park has been very small. We're looking now to expand that group, and we hope YOU will be be part of it.

Do you – (or someone you know) – have great leadership skills? Do you find social media fun? Are you great at organization and delegation? Then you're who we need most right now! Each of these roles asks for a few hours a week from you, spread out and largely self-scheduled. No experience required: we can tell you what's worked before and there are a lot of systems in place, but you can learn on the job and improve them, too.

Ready for more detail? Keep reading!

Ready to talk about volunteering? You can always email at park@nlna.org to reach Janet and Liz.

Organizational roles will include running/participating in meetings, delegating efforts to volunteers, communicating to the neighborhood, and reporting to NLNA
(Some of these jobs are LL chair, communications coordinator, community garden coordinator, maintenance coordinator, and playground coordinator)

We also need organizational support roles such as secretary/note-taker, contractor supervision, public use coordinator, reservations coordinator, potty coordinator

There are many specific maintenance support tasks: spotter, basic maintenance, park tree oversight, and specific areas oversight (such as CPH, sheds, cisterns, park furniture, any public garden)

We have many people already handling specific events/programs, but can use more! (Children's Festival, Music Fest, Flea Market, Parade of Spirits, Treecycling, Farmer's Market, Community Compost, City Harvest, Workdays, any special or capital projects)

FAQs:

Who will be responsible for running the park, though?
Everyone! All the work of running the park that we could think of is divided up here. No one job is enormous, but together we'll get it done.

Who makes sure it gets done?
We'll continue to have monthly park meetings and write up reports: that's where we can check in with each other and make sure nothing's falling through the cracks.

Where are Janet and Liz going?
Nowhere – they will be around to advise and answer questions (and tend their gardens). But they will not be the automatic point people for the park.

If I agree to a job, will I be all alone doing it?
Absolutely not! Any of the jobs can be done by more than one person, so if you'd like to team up with someone else – or just get people to help you get things done – that's ideal.

Does every job here need to be done by different people?
No: we have tried to come up with manageable-sized responsibilities. But many of these can be combined.

**Will I have to do things the way they've always been done?**
Not at all. You're welcome to, but a LOT of things haven't been as well taken care of as they should be. Find better, smarter ways to handle the job!

**Am I responsible for paying for stuff?**
No! The park has a yearly operating budget, and there's room for some improvements and repairs this year – and to budget for more in the future.

**CORE JOB DESCRIPTIONS:**

This structure presumes a monthly meeting that includes at least the chair, communications coordinator, community garden coordinator, and maintenance coordinator, ideally with other participation as well. Workday manager(s) presumed to attend 3-4 meetings a year at least.

Some responsibilities belong to everyone and aren't assigned here – they include things like public education about the park, rule creation and enforcement, and ensuring park and community values.

Fundraising isn't designated to any of these roles: primary responsibility for that is with the NLNA for now.

Any new projects, capital improvements, etc. are outside of this structure: they need specific leaders responsible for funding, grant management, contractor and volunteer oversight, and coordinating with the committee as a whole.

**Chairperson** – single person who runs meetings

- year round, around 5 hours a week
- primary responsibility for connecting the various managers and tracking that things get done
- oversee office staff work on park tasks (coordinate with NLNA Operations committee)
- resume builder!
- attend monthly NLNA Board meeting to report on park. (Ideally sit on the Board)
- Run monthly LL meeting: set agenda, ensure reporting from various volunteers
- Primary responsibility for budget oversight (with NLNA treasurer)
- Delegate responsibilities, connect resources
- Primary contact to other neighborhood parks and city-wide resources
- Lots of emails and question answering, keeping track of calendars and things that need to happen next. Ideally relatively little hands-on completing the jobs other than putting together monthly reports to the Board.

(Ideal) other volunteers reporting directly to the Chair:

- secretary keeping notes from meetings
- reservations manager handling party rentals
- public events supervisor dealing directly with the organizers of festivals, etc.
Communications Coordinator – single person (or head of group) who deals with social media/emails
- This is something we haven’t done enough of in the past. Ideally this would be a small amount of work on a regular basis – 1-2 hours a week spread out over the week
- stay on top of what’s happening at the park (be copied on planning emails between other coordinators, attend monthly LL meeting)
- post messages on social media about events, volunteer needs, etc. to maintain engagement and help build membership base
- build volunteer support base
- manage park email and direct questions/complaints
- ideally would be on the NLNA Communications committee
- Primarily an indoor/online job, but ideally would be present at workdays to engage with volunteers

Maintenance Coordinator – single person (or head of group) ensuring many small tasks done by volunteers
- year round with less activity in winter – 2-3 hours a week
- primary responsibility for managing physical maintenance of park. Can be as hands-on as desired, but assumed much work will be done by other volunteers/contractors
- attend monthly LL meetings
- Oversee various maintenance groups, gather reports from them, ensure performance
- Coordinates contractor management
- Liaison to event organizers to make sure park resources are available (and used appropriately)
- Liaison to capital project organizers and workday manager
- Coordinates for any major repairs that require fundraising and/or contractor management
- Ideally present at workdays to coordinate tasks

(Ideal) other volunteers reporting directly to the Maintenance Supervisor:
- Contractor supervisor dealing directly with trash, mowing, etc.
- Spotter
- Basic maintenance team (includes weeder’s club organizing)
- Potty Coordinator
- Playground Coordinator
- Park Tree Overseer
- Compost Pile from Hell Manager
- Sheds Manager
- Cisterns manager
- Park furniture Manager
- Public Gardens Coordinator
- Managers of any special or capital projects

Workday Manager - one or two people coordinating with many volunteers
- Event-focused responsibility (time commitment is limited to the few weeks a year around the three workdays themselves)
- Each workday requires 10-15 hours of planning time over the month before the event and about 6 hours the day of the event. (16-20 hours per workday or up to 60 hours/year)
- Organize two to three public workdays per year:
  - scheduling the date,
• coordinating with the communications manager to publicize/attract volunteers,
• creating signup slots for volunteers if necessary,
• coordinating with the maintenance manager to establish tasks list and make sure all necessary tools/materials are available
• handling delivery of any materials (wood chips, soil) as necessary
• arranging for snacks/lunch
• running day itself (orient volunteers, answer questions, ensure cleanup, etc.)

• Usual workdays:
  • city-sponsored Love Your Park days in mid-May and mid-November
  • mid-April All Parks Workday with Volunteering Untapped
  • Playground mulch spreading (every other spring – 2023 is next) – combines with one of above

**Community Garden Management** Currently Mary Claire!
(Ideal) other volunteers reporting directly to Community Gardens coordinator:
  • City Harvest coordinator