

COMMUNITY STEWARDSHIP ALLIANCE

SITE AMBASSADOR DESCRIPTION

Site Ambassadors are dedicated and trained volunteers who serve as the backbone of the Community Stewardship Alliance (CSA). They build a community of stewardship around the county parks' natural areas to safeguard their future. Site Ambassadors commit to stewarding a specific park in collaboration with the CSA partners. Site Ambassadors oversee the management of a natural area, working with the CSA partners and parks staff to meet the goals listed in their restoration management plans. Site Ambassadors recruit local volunteers and schedule workdays to help achieve those goals and are provided ongoing support through CSA partners and the ability to network with other CSA Site Ambassadors.



RESPONSIBILITIES & DUTIES

- Attend the CSA orientation.
- Serve as key contact at a park for the CSA.
- Coordinate volunteer natural area restoration events and activities in your park; at least four volunteer events per year (of any size), where appropriate.
- Manage event postings and supply needs, sign-in sheets, and work logs through the CSA portal.
- Participate in a biennial site-planning visit with CSA partners to agree on an identified plan for volunteer work.
- Attend at least one CSA training event per year for ongoing personal development.
- Follow Best Management Practices and Covid-19 requirements for volunteers working on STL County Parks property.
- Maintain a positive working relationship with staff, volunteers, donors, and community members.
- Stay in compliance with STL County Parks background check requirement.
- Follow the CSA Volunteer Code of Conduct.

CSA PARTNER ORGANIZATIONS



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THE ROLE OF A SITE AMBASSADOR: STEPS TO FOLLOW

1. **Orient yourself.** Attend the CSA's annual Site Ambassador orientation.
2. **Decide on a site from the list of options provided by CSA partners.** Think about what kind of activities that appeal to you at each site.
3. **Schedule a site visit.** CSA partners will help Site Ambassadors establish a site plan that identifies specific goals for ecological restoration. Some parks already have a Management Plan established, in which case partners will help you interpret that plan. Partners will clarify what work volunteers can perform and identify areas that must be left for professional crews, such as slopes and areas in need of herbicides. Site visits will cover the following:
 - a. The history of any prior restoration work at your site.
 - b. How to set a timeline for volunteer events.
 - c. The best area to focus volunteer work in your first year.
 - d. What Best Management Practices (BMPs) to use to work efficiently and effectively.
 - e. Which plant species exist at your site.
 - f. A draft list of tools needed for your work.
4. **Get familiar with your site.** Explore your site to understand its ecological conditions, including sun exposure, water features, wet conditions, and signs of wildlife. Familiarize yourself with the site's plant species and soil type.
5. **Recruit volunteers and prepare for your event.** On the CSA portal, post your event, set up online registration, and request tools and materials. Conduct outreach for your event using CSA printed materials, social media, networking sites, neighborhood blogs, and word of mouth, or whatever method best suits the community you live in. Print volunteer sign-in sheets and make sure you have the tools, materials, and snacks you need to run a successful event. Order snacks, refreshments and supplies from the CSA. Check-out tools from CSA tool lending reserve.
6. **Host events.** Pick up supplies, tools and refreshments, and plan to arrive early to set up. Make sure your volunteers all sign in and have work gloves and give a safety briefing. Thank all volunteers and celebrate the work accomplished. Clean and put away tools.
7. **Follow up.** For each event you host, be sure to submit a work log and volunteer sign-in sheet as soon as possible. If you are working independently, please record and submit hours regularly. Timely submission of work logs and volunteer sign-in sheets is important for tracking and reporting monthly progress, and demonstrating this progress is key to attracting the financial, political, and volunteer support necessary to sustain the program into the future. It can be helpful to send personalized emails to volunteers to thank them and invite them to your next event.
8. **Repeat.** Continue with volunteer events, reporting, and individual work. The work will change throughout the seasons and over time as your site progresses through the phases of restoration. You will gain experience, expertise, and confidence with each volunteer event. Attend CSA workshops and training opportunities. Read up on the latest BMPs, and utilize CSA partners to help you grow in your Site Ambassador role. Stay connected to the CSA community through social media, the quarterly e-newsletter, and annual celebration event.

