NEIGHBORHOOD PARK AMBASSADOR PROGRAM
FALL 2019

PARK AMBASSADOR HANDBOOK

"LET'S PARK!"

ROBERT LIVERMORE COMMUNITY CENTER
4444 East Avenue
Livermore, 94550
(925) 373-5700
This program enlists volunteers to help keep our parks clean, safe, and green. Each volunteer would be assigned a neighborhood park or section of a larger community park to visit each week.

Ambassadors will act as the eyes, ears, and experts of their neighborhood park through regular visits and reporting feedback.

**AMBASSADOR RESPONSIBILITIES**

- Learn your park's history, flora, and fauna to share with visitors
- Report any safety hazards, graffiti, damaged equipment or broken sprinklers
- Assist with special projects
- Update informational kiosks with current program information
- Light weeding and litter removal as needed
- Provide park usage information
- Assist with implementing future programming in parks
### Rules and Regulations

- Your safety is of utmost importance. While working in your designated park, please exercise safety precautions and do not feel compelled to do anything or go anywhere that you are uncomfortable with.

- Ambassadors should visit their assigned park weekly.

- Please abide by ALL posted park rules and be familiar with park boundaries.

- Park visits are to be completed during park hours only (dawn to dusk).

- Keep your Park Ambassador Kit with you during your park visit.

- Park Ambassadors under the age of 18 must be accompanied by an adult.

- Fill out a Park Visit Report after each visit (see below)

### Reporting a Problem

Report the following issues using community feedback at larpd.org

- Downed trees, broken tree limbs
- Cracked or lifted concrete
- Graffiti (take pictures and provide specifics about the area)
- Damaged park bench or playground equipment (use caution tape and report)
- Yellowing grass areas, dying plants or trees (take pictures and provide specifics about the area)
- Broken sprinklers, leaky pipes
- Hazardous materials, drugs, syringes, etc.,
- Any safety hazards not mentioned

### Park Visit Report:


### If you find dead, injured, or lost animals:

Call Animal Control at 925-371-4987

### Call 9-1-1 (or Livermore Non-Emergency PD: 371-4987 in cases of:

Fire, injured or incapacitated persons, found weapons or firearms or any other emergency
DOs

DO complete a report form after each visit.

DO use the litter grabbers to pick up any litter.

DO place all bagged litter/trash in park trash cans to assure pick up.

DO be mindful of your surroundings and keep out of harms’ way.

DO avoid contact with areas where herbicides have been recently applied.

DO wear your Park Ambassador vest, sturdy close toed shoes, safety gloves and clothing that is appropriate for the weather conditions and as a representative of LARPD.

DO carry a cell phone for emergencies.

DO HAVE FUN! If you’re enjoying the park, your neighbors will, too.

DO NOTs

DO NOT attempt to enforce any violations. Your job is to be an ambassador, not enforcer.

DO NOT go into any bodies of water or creeks.

DO NOT pick up heavy/awkward objects, such as tires or pieces of scrap metal – Report these items via Emaint so the Park Maintenance dept can pick them up for you.

DO NOT pick up any items that you suspect are toxic or hazardous, such as syringes, bloody clothing, chemical containers, suspicious packages or weapons.

DO NOT pick up dead animals – Call Animal Control.

DO NOT attempt to work in inclement weather.

DO NOT enter any construction areas.