

Adopt-A-Highway Coordinator

Job Description

State Highway M-109 through Sleeping Bear Dunes National Lakeshore is included in the MDOT Adopt-A-Highway program. Friends of Sleeping Bear Dunes has Adopted the section from Glen Haven to ¼ mile south of the entrance to the Dune Climb. Litter must be removed from this section of highway three specific weeks each year (April, July, September). The AAH Coordinator is responsible for coordinating volunteers to do this cleanup and communicate with MDOT. Volunteer hours are reported via the Friends web site: www.friendsofsleepingbear.org.

The duties of the Adopt-A-Highway coordinator include:

- Recruit volunteers for the cleanup activities and provides safety training and materials for the volunteers prior to the cleanup.
- Coordinate with MDOT to get appropriate materials and safety vests prior to the cleanup.
- Assure that all new AAH volunteers sign up to be NPS volunteers. Original applications are scanned or copied and sent to the Friends Membership Director, so their contact information can be entered into the Friends Membership database. Originals of the forms are given to the Park Volunteer Coordinator.
- Report to the Friends Programs Director, who will submit the report for the information packet for the Executive Committee or Board of Directors meetings.

Required Experience

Communication skills
E-mail

Required Training

Provided by Friends of Sleeping Bear Dunes and MDOT

Time Commitment

2-4 hours for each cleanup and 2 hours in preparation before each cleanup.