



Best Practices
How To Run A
Restoration Work Party

Slide show training for Forest Stewards, Staff, Partners and Crew Leads

Green Tukwila Partnership



- ▶ The City of Tukwila joined the Green Cities Partnership, a regional collaboration of cities working to steward natural open spaces in 2017. Tukwila's program and initiative are called "Green Tukwila." Together with Forterra, EarthCorps, Duwamish Alive Coalition, Dirt Corps, King County Parks, and the Tukwila community, Green Tukwila will care for public parks and natural open spaces across the city. Throughout the next 20 years, the partnership will work to restore and maintain 138 acres of Tukwila's urban forest

Planning & Scheduling Work Party

- ▶ Decide when/where you would like to schedule a work party and who you hope to recruit.
- ▶ What are the support needs for the work party? (tools, staff, marketing, etc)
- ▶ Visit www.TukwilaWA.gov/GreenTukwila scroll to the bottom of the page, click Green Tukwila Work Party and Trail Request, fill out the online form, staff will follow up with in 24 hours
- ▶ City staff can walk you through all aspects of setting up a work party.



Day of Event- Event Set Up

- ▶ Lay tools out for easy access for volunteers, shovels/rakes/pitchforks facing down.
- ▶ Count all tools and supplies and make a note to ensure none are left behind.
- ▶ Set up a registration table with sign in sheets, youth waiver forms and first aid kit.
- ▶ Put out bins of gloves, tarps, wheelbarrows, buckets and any other material needs.
- ▶ If you have a welcome sign, put by the parking lot if volunteers can not see the work party.



Planting/Mulching Events

- ▶ Work with city staff to ensure plants/mulch will be onsite.
- ▶ Place plants in location before starting work party.
- ▶ Make sure to demo correct practices for planting and creating a thick mulch ring.
- ▶ Pack out plant pots or schedule pick up, do not leave next to trash can.
- ▶ Reach out to Olena Perry if you need handouts or training on “best practices for planting & mulching”



Removal of Noxious Weeds, Events

- ▶ Work with city staff for site needs, priorities and plans for green waste.
- ▶ Some sites in Tukwila support green compost piles and others require green waste to be stored in one location or removed from the site.
- ▶ Herb Robert, Vinca and other noxious weeds that spread easily even after death need to be bagged in plastic and removed from sites.



Event Start, Introduction, Training

- ▶ Welcome volunteers, ask them to sign in and get gloves.
- ▶ Stick to your timeline and only wait 5min if volunteers are still gathering.
- ▶ Stretching as a group is a good way to wait for volunteers to gather.
- ▶ Start with introducing yourself and day of crew, if the volunteer group is small have folks introduce themselves, maybe a fun question.
- ▶ Talk about Green Tukwila Partnership, the site, and overview of day of work.
- ▶ Tool safety, and any protocols.
- ▶ Demo the work for the day, go into detail and discuss the why/impact.
- ▶ If group is large, divide for demos.
- ▶ Orientation can last 10-15 minutes plus a demo but should not go longer.
- ▶ If the work party is planting in the beginning and removal for the second half, wait and demo removal when it is needed, folks want to get to work.



Tool Safety Speech, bullet points/tips

- ▶ Introduce each tool and go over how to properly use it, related to the day of work.
- ▶ When tools are not being used always put on trail or back in the tool line-up.
- ▶ Never run with tools or throw them to another person.
- ▶ Shovels/rakes/pitchforks: do not jump on them, watch your back, carry with point down, do not swing over shoulder, do not lay facing up.
- ▶ Loppers: Only cut branches the size of a thumb or smaller, carry point down and do not stab in the ground when not being used.
- ▶ Pruners: Always lock when not in use, clip only small branches and vines.
- ▶ Hand Tillers: Be careful when swinging in an upward motion to not hit your face, carry tiller side down.
- ▶ Wheelbarrows: do not ride in them.
- ▶ Be aware of your surroundings, people, and uneven or loose ground when using tools, always be on the safe side.



Start the Work!

- ▶ End your orientation with a round of applause/cheering and ask folks to grab their tools and start the work.
- ▶ As an event lead it is important that you stay with the group, set the pace of work and be a friendly face to answer questions and help.
- ▶ Move around throughout the event and make sure to check on all volunteers, give them praise, offer solutions.
- ▶ Talking and working is great, just talking is not okay. If a group is just standing around, ask them to help you or go work with them, lead by example.
- ▶ Some tasks may be too hard for a volunteer, identify and switch them to another task.
- ▶ Give compliments to volunteers that are working hard; way to go, great work, wow- look at how much you have done already.
- ▶ Talk to people, be the icebreaker for a group. Ask folks why they are volunteering?
- ▶ Take educational breaks, if someone finds a snake, bird egg, banana slug take a minute to talk about it. Enjoy the surprises that nature provides



Wrap Up Event

- ▶ If the volunteers are starting to slow down, give them praise, do call outs like 15min more minutes- set a goal and achieve it.
- ▶ Always end work 15 minutes before the close of event, to allow for clean up.
- ▶ Volunteers can take their gloves off and use them to wipe mud off of tools, mostly shovels. The cleaner we can get the tools the better.
- ▶ Clean tools can be put in a location to be counted before loading in a vehicle or trailer. If someone is willing to count while loading, even better.
- ▶ All removed noxious weeds must be in piles or in designated area.
- ▶ Clear trails and walking paths of debris.
- ▶ Round up volunteers, give a thank you, discuss impact of the day's work and if time do a check in with everyone. Rose & Thorn is a good wrap up.
 - ▶ Rose and thorn- Go around the circle, ask each person to share the **rose** (the best of the work party), and the **thorn** (the most difficult part of the work party)
- ▶ Take a group photo and let everyone know they will receive an email with photos and other opportunities.

Crew Wrap Up

- ▶ Ask your crew for feedback, what worked, did not work.
- ▶ Finish paperwork, record data on one sheet or online.
- ▶ Return tools, admin box to proper storage.
- ▶ Report to city staff, successes, data, support needs- trash pick up, green waste pick up, any issues.
- ▶ Go home and put your feet up.
- ▶ The following week (you or city staff) send a thank you.



Green Tukwila Support

- ▶ City staff is here to support you and these efforts. Please reach out with any questions needs, concerns, trainings or anything that can make these work parties easier.
- ▶ Reach out to Olena Perry, Olena.Perry@TukwilaWA.gov
- ▶ Check out the website www.Tukwilawa.gov/greentukwila for resources

