

Centerville-Washington **PARK DISTRICT**

Service Project Manual **2024**





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Contact Information

The following is a condensed staff directory. Depending on the service project you choose, you may work with one or several of the CWPD employees listed below.

Operations Department

Name	Position	Email	Phone
Eric Lykins	Park Supervisor (Oak Grove)	Elykins@cwpsd.org	(937) 433-5155 EXT 151
Scott Lucas	Operations Tech III	slucas@cwpsd.org	(937) 433-5155 EXT 291
Tim Holtz	Operations Supervisor	tholtz@cwpsd.org	(937) 433-5155 EXT 321

Business Department

Name	Position	Email	Phone
Paula Burkhardt	Community Engagement Coordinator	pburkhardt@cwpsd.org	(937) 433-5155 EXT 234

Program Department

Name	Position	Email	Phone
Katy Lucas	Environmental Education Supervisor	klucas@cwpsd.org	(937) 433-5155 EXT 228

Law Enforcement/Emergency

Name	Phone	When to Contact
Sheriff (non- emergency)	(937) 225-4357	Issues with rule violations (dog off leash), vandalism (not in progress) etc.
Centerville Dispatch	(937) 433-7661	Issues with rule violations (dog off leash), vandalism (not in progress) etc
Emergency	911	Active Crime, Medical Emergency etc.

Always call Emergency Services before CWPD Staff/Advisors if a true emergency!





Introduction

The Centerville-Washington Park District (CWPD) relies heavily on volunteers and projects to help with the agency mission of connecting the community to the outdoors. We cannot thank you enough for considering CWPD for your service project. In order to ensure a good fit between your project requirements and CWPD, please review the pages of this manual.

About CWPD

Founded in 1959 as the Washington Township Park District, the Centerville-Washington Park District now operates eight community parks, nine nature parks and 34 neighborhood parks encompassing 1,063 acres in Centerville and Washington Township. Each of the 51 parks has varying amenities. You'll find a sprayground, a dog park, a skatepark and an archery range; top-notch sports fields; hiking trails and nature preserves; and more, all within the boundaries of one suburban Ohio community of 61,000 people. Thanks to the foresight of the Park District's founders, there is a park to explore near every home in the community.

Mission Statement: Deliver fun, healthy, and outstanding park experiences that connect the community with the outdoors.

Vision Statement: To become the outdoor recreation destination of choice for the community we serve.

Organizational Values:

Creating Positive Memories

Integrity

Public Service

Fiscal Responsibility

Environmental Responsibility

Types of Projects

This section is designed for you to determine what type of service project would be a good fit for you or your group. Selecting a project type gives us an idea of what you are looking for in a volunteer experience.

Redbud

Redbud Level Projects are tasks that CWPD needs to accomplish regularly. Groups or individuals would plan to work on this project at a park or on their own. All materials and directions would be supplied. Basically, show up and help out!

Estimated Service Hours: 1-3 hours

Recommended For: Groups, Adults, Young Scouts, Families with Young Children, Youth

Maple

Maple Level Projects are special projects that require CWPD and you to collaborate on a specific project. Usually, the planning and executing of the project is done by both parties.

Estimated Service Hours: 5-10 hours (per individual)

Recommended For: Groups, Bronze Award, Elementary-Middle School Students, Families with Older Children, Destination Imagination



Oak

Oak Level Projects are multi-faceted and include planning and research before execution. CWPD Staff are here to guide and assist you in completing the project. Public outreach is also important in this tier.

Estimated Service Hours: 10-15 hours (per individual)

Recommended For: Groups, Silver Award, High School Students, Families with Older Children, Destination Imagination (Older)

Eagle Scout and Gold Award Projects

Gold Award and Eagle Scout Projects are received enthusiastically at CWPD. Contact Scott Lucas or Katy Lucas to discuss your ideas and begin the conversation.





Choosing a Project

Keep in mind, you do not have to come up with a project on your own. CWPD can provide a list of options for you to choose from. Choosing a project that fits your/your group needs is very important. Please consider the following:

Time of Year

Not all projects are available year-round. This can have to do with the natural rhythm of our parks, or how busy staff is at the time of your request.

Example:

Garlic Mustard removal is only able to be done in spring. Pulling Garlic Mustard after it has gone to seed will promote the spread of this invasive plant.

Staffing Needs

CWPD Staff are enthusiastic and excited for your help. However, we have limitations around our work hours and other expected duties related to our jobs. Please keep in mind the following when choosing your service project:

- Evening and weekend programs will need 30 days' notice as staff will need to adjust their work schedules to accommodate this time frame.
- Staff time required to prepare for your project. This could be leveling ground, gathering equipment etc.
- In addition to staff needed to facilitate your volunteer session, what are the staff requirements to maintain your project after your contribution is complete? Staff will be taking this into account when reviewing your project proposal.

Example:

Tree plantings are frequently requested, however a great deal of staff time is needed to care for them. Staff must prepare a space to plant, purchase the trees, weed the area, and water them until they are established.

The Interests and Abilities of Your Group

If you are working with a group, be sure to take into account what they would like to do and their area of interest. Service projects, while not always fun, should leave your friends and colleagues feeling like they made a difference.

Consider the setting in which the project will need to be accomplished. Are paved paths and flush restrooms important to ensure everyone's needs and comfort levels?

If your group is under the age of 18, 1 adult is required for every 10 children.

Example:

Scheduling a service project for a group of people not used to working outside in extreme heat would not be a good idea. Keeping sessions short for young children is a great way to ensure they leave feeling fulfilled and that they do not lose interest.



Fundraising/Expenses

Some organizations (especially scouts and Destination Imagination) require you to fundraise for your project to help offset agency costs. If this is not the case and your proposed project will cost CWPD money or staff time to implement/maintain, you will need to consider ways to assist with fundraising or future maintenance of the project.

Example:

Bird feeding stations are a great addition to a park setting, however the cost to install and purchase seed could become a burden over time.

Commitment Type

Some of our projects will require background checks depending on what you are doing. Working with children one on one will require you to submit to a background screening at no expense to you.

Is your project something ongoing? Would becoming an official CWPD Volunteer be a better fit for your goals than working with us episodically? [Visit our Volunteer Webpage for more information.](#)





Proposing a Project

Getting Started

[Download the Volunteer Service Application](#)

Fill out the form and return it (mail, email, or fax) to:

Centerville-Washington Park District

Attn: Chris Huff

221 N. Main St.

Centerville, OH 45459

Email: chuff@cwpsd.org

Fax#: (937) 433-6564

You can expect to be contacted within 6 business days of the receipt of your application. You should allow at least 4 weeks between the submission of your application and the date you/your organization wishes to volunteer.

[Eagle and Gold Award Candidates](#)

Depending on the type of project you would like to propose, you are welcome to contact the respective staff rather than filling out the above paperwork to set up a meeting.

Programming/Public Relations-Based Projects

Katy Lucas (klucas@cwpsd.org)

Operations-Based Projects

Scott Lucas (slucas@cwpsd.org)



Expectations

CWPD Will:

- Review each proposal and evaluate the project to ensure a good fit
- Will be responsive to your communications*
- Provide detailed instructions and plans to your group (Redbud, Maple)
- Provide advice and guidance on your project (Oak, Eagle, Gold Award)
- Ensure all preparations for the project are completed before your work day
- Send confirmation that the event is a 'go' 1 week prior to start date
- Will reach out with weather concerns, status changes, or any relevant information about the site or date of your service project
- Recognize your efforts. This can be a social media post, a certificate of hours completed, paperwork signed, Board Recognition (Oak, Eagle, Gold Award)
- Maintain the project for as long as it remains relevant to the community.

You Will:

- Adhere to a timeline for the project
- Notify your staff contact of any changes to your timeline, schedule, or group needs
- Confirm the activity/project at least 3 days before the start date
- Turn in all necessary paperwork for the project

Scouts:

- Turn in proper paperwork to your Advisory Board
- Notify staff of required signatures for paperwork 48 hours in advance

*If an illness or emergency occurs, call the office for the acting supervisor. If a staffer is scheduled to be off, an email away message will be set up with an alternative person to contact.

Project Completion

Once you have completed your project, CWPDP would love to recognize your group for their contribution to the community. There are a few ways CWPDP can recognize your group:

Acknowledgment of Service Hours

A paper or pdf letter acknowledging your project and the number of hours you spent volunteering for the parks can be presented to you. This is the most requested form of acknowledgement and is often used for National Honor Society, Scouts, and other groups.

Social Media Post

We would love to share what you did on social media! Photos are required for this option.

Board Recognition

The CWPDP Board loves to thank volunteers in person for their help with projects. A certificate can be sent to you or you can receive it in person from the Board. (Oak, Eagle, Gold Award)




Project List

Below is a list of suggested projects from CWPDP. Project need and availability is subject to change. Projects can be tailored to fit your needs in most cases.

Updated Summer/Fall 2024

Name	Availability	Level/Description
Activity/Lesson Creation	All	Maple- Develop an activity or lesson plan about an aspect of nature that CWPDP can utilize to educate campers/program participants.
Butterfly Survey	April-October	Redbud- work with the Surveyor to catch and identify butterflies (1.5-2hrs) Maple- work with the Surveyor over a season (3 times) to catch and identify butterflies. Summarize results. Oak/Eagle/Gold Award- Work through a season on 3 public surveys, enhance butterfly habitat, and lead an informational public program about butterfly conservation. (10 months advance notice needed)
Build Compost Bins	Any	Maple- build compost bins Oak/Eagle/Gold- Build compost bins for families. Develop and teach a composting class. Create an informational video class participants can reference as they begin their compost journey.
Collect Natural Materials	July-Early September	Redbud- The Fairy and Gnome Home Festival needs all kinds of natural materials for home construction in the park. Collect acorns, sticks, seeds, etc. for this program.
Creek Clean Up	Warm Months	Redbud- Clean up Trash in the creek
Habitat Restoration	Jan-Feb	Maple- Research and obtain native wildflower seeds. Sow a now-mow site with the native plants to benefit pollinators.
Honeysuckle Patrol**	Fall/Spring/Summer	Redbud- Removed very young honeysuckle by pulling it out in a specific area, one time. Maple- Take an area and patrol multiple times, over 2-3 seasons.
Invasive Ivy Removal**	Winter	Redbud- Pull invasive Ivy plants at a neighborhood park for a set amount of time. Maple- Commit to removing invasive ivy and patrolling for sprouts in the spring. Oak/Eagle/Gold- Understand the detriments and species of ivy that are posing a problem in a CWPDP Park. Host a public awareness session/station at the target location. Schedule a work day to remove the ivy with your scout group or the general public.

Native Seed Team	Collection -Aug thru Oct Processing -November thru March Packets -Aug thru May Big Backyard Party –end of July	Redbud - Collect native seeds or create seed balls for distribution at a CWPDP program. Maple - Collect and process native seeds for future CWPDP purposes. Once processed, package the seeds in packets to distribute to the community at CWPDP programs. Oak/Eagle/Gold - Collect seed, process seed. Create seed packets for Americana. Create educational materials around native plants for Big Backyard Party display/education station. (or a similar event)
Nature Appreciation Station	Any	Maple - Design a station activity/display for one of our programs that focuses on an aspect of nature or wildlife local to Ohio. During the event, share your knowledge with everyone!
Nest Box Monitoring Projects	Any	Oak/Eagle/Gold - Research and build new bird cavity nesting designs and track their success in the parks over 1 season (April-October) Report your findings and give recommendations to better improve the CWPDP Nest Monitoring Program. Give a presentation to the public about nest monitoring.
Plant Catalogue	August/Peak Bloom	Redbud - Photograph and catalog the plants in Donnybrook Fen. Maple - Develop a Plant Catalogue and wildlife guide for Village South Park. Create a guide to native flowers that bloom in the summer. Oak/Eagle/Gold - Catalogue and research plants in the Time Trail. Present findings to the Board. Lead a public program at the Time Trail. Organize a work day to remove invasive plants at the Time Trail. (Note: This project is currently not available)
Planting	Spring/Fall	Maple - source plants and install in a park. Note: this project is only available as needed by CWPDP.
Pond Management	Spring/Summer/Fall	Redbud/Maple - Assist with planting native vegetation around ponds.
Seed Nursery Care	Spring	Redbud -Weed a space for a set amount of time Maple - Dig out weeds in an entire row/species section Oak - Replant an empty bed and maintain for 1 year Eagle/Gold - Raise money to purchase and replant 3 beds in the Seed Nursery while also weeding and maintaining the other rows.
Scavenger Hunt	All	Maple - Develop a park-wide scavenger hunt to be used in a public program. Eagle/Gold/Oak - Develop and carry out a park-wide scavenger hunt that teaches beginning orienteering skills.
Seed Packets	Any	Redbud - Fill and label native seed packets. All materials provided.
Seed Preparation	Fall-Winter	Redbud - Clean seeds that were harvested



Shelter for Wildlife	Any	Maple- build nest boxes for CWPDP nest monitoring trails OR build 10 boxes for a public program. Or, build 1-2 bat houses, owl/kestrel boxes to be installed at CWPDP parks. Oak/Eagle/Gold- Build 5-15 shelters (bat house, bird nest box, Owl/Kestrel Boxes) and present a public program on their maintenance and installation. Participants then take boxes home. Create an activity about the hardships cavity nesters face that can be used by CWPDP in future lessons.
The Great Backyard Bird Count	Winter-Feb	Redbud/Maple- Community Science Project through eBird. Identify and enter data according to the protocols of TGBBC at a CWPDP Park.

**** High Need**

Our Biggest Need: Invasive Plant Removal

While not the most creative or inspiring of CWPDP needs, invasive plant removal is by far the highest need year-round. Controlling invasive plants enhances our natural ecosystem by promoting native plant diversity. We urge you to consider removing invasive plants as a potential service project.

Name	Availability	Level/Description
Invasive Plant Removal**	All	Redbud/Maple- Pull garlic mustard or young honeysuckle at a park for one-five hours. This can be done once or over a few work dates. Oak- Maintain and patrol a space for a prolonged period of time to keep the area invasive-free. (months or years) Eagle/Gold- Remove invasive over several days to clear out a larger habitat or smaller park within the District. Develop educational component to engage with neighbors during the removal process. Replant or reseed the cleared areas with native plants.

Thank you for Considering CWPD for your Service Project!

