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Trillium Volunteer Advisory Team Positions:

The Hamilton Trillium Awards Advisory Team is responsible for the execution and successful operations of the Trillium Awards Program. With the support of the Community Liaison Coordinator, the Advisory Team carry out the goals and objectives of the program. The Advisory Team reports directly to the Community Liaison Coordinator who helps the operation of the program and is responsible for volunteer management. All positions are subject to 4-year terms, each candidate may reapply for their current position in written format by emailing interest to the Trillium Awards email, to be brought forward for review and voting to the Trillium Advisory Team.

How to Apply

- Advisory Team Members, should have at least one year of Trillium Award Program experience. Interested candidates can **submit a written expression of interest or resume** to: trilliumawards@hamilton.ca
- Once your application has been reviewed and aligned to the position of interest, we will contact you regarding next steps.

1 Role: Program Chair

About the Role

We are looking for a **Program Chair** to help lead the Trillium Awards team and guide the program each year. The Chair plays a key role in bringing people together, building strong relationships with City staff and Councillors, and ensuring the program continues to grow and thrive.

What You'll Do

- **Lead the Team:** Chair meetings, keep the group focused on goals, and encourage teamwork among volunteers.
- **Connect with City Staff & Councillors:** Act as the main volunteer contact for staff and elected officials, sharing program updates and encouraging involvement.
- **Guide the Program:** Help set priorities, support planning, and make sure program activities run smoothly.
- **Be the Voice of the Program:** Represent the Trillium Awards at events, in the community, and when speaking with media or partners.
- **Support Volunteers:** Work closely with ward coaches, judges, and committee members to keep everyone connected and supported.

What We're Looking For

- A strong communicator and team player who enjoys bringing people together.
- Comfortable leading meetings and representing the program in public.
- Able to build positive relationships with City staff, Councillors, and community partners.
- Organizational and leadership skills (experience chairing committees or leading groups is a bonus, but not required).
- Passion for community pride, gardening, and making Hamilton a more beautiful city.

Time Commitment

- About **4-6 hours a month**, with more activity during spring/summer judging and the fall awards ceremony.

Why Volunteer?

- Take on a leadership role that makes a meaningful difference in the community.
- Work closely with City staff, Councillors, and volunteers from across Hamilton.
- Build leadership and community engagement skills.
- Celebrate Hamilton's gardens and help honour the people who care for them.
- Be recognized at the annual Trillium Awards Ceremony and through City volunteer appreciation events.

2 Role: Program Co-Chair

About the Role

We are looking for a **Program Co-Chair** to share leadership of the Trillium Awards with the Chair and the volunteer team. The Co-Chair helps guide the program, supports teamwork, and ensures activities run smoothly. This is a collaborative role, perfect for someone who enjoys building connections, supporting volunteers, and helping to lead a community initiative.

What You'll Do

- **Share Leadership:** Work alongside the Chair to lead meetings, set goals, and support the overall success of the program.
- **Step In as Needed:** Act as Chair when the Chair is unavailable, ensuring continuity in leadership.
- **Support Team Relations:** Encourage collaboration among ward coaches, judges, and committee members, keeping volunteers connected and supported.
- **Build Connections:** Work with City staff, Councillors, and community partners to strengthen relationships and promote the program.
- **Help Guide the Program:** Support planning, timelines, and decision-making to ensure smooth delivery of judging, events, and the awards ceremony.

What We're Looking For

- A team-oriented leader who enjoys supporting others and sharing responsibility.
- Comfortable leading meetings and representing the program when needed.
- Strong communication and organizational skills.
- Able to build positive relationships with City staff, Councillors, volunteers, and community partners.

- An interest in gardening, community pride, or local engagement.

Time Commitment

- About **4-6 hours a month**, with more activity during spring/summer judging and the fall awards ceremony.

Why Volunteer?

- Take on a leadership role in a well-loved citywide program.
- Work closely with the Chair, City staff, Councillors, and volunteers across Hamilton.
- Build leadership, teamwork, and community engagement skills.
- Help celebrate Hamilton's gardens and recognize the people who care for them.
- Be recognized at the annual Trillium Awards Ceremony and through City volunteer appreciation events.

3 Role: Program Secretary

About the Role

We are looking for a **Program Secretary** to help keep the Trillium Awards Program organized and running smoothly. The Secretary plays a key role in supporting communication, documenting decisions, and making sure the team stays on track. This role is perfect for someone who enjoys organization, teamwork, and being part of a group that makes a positive difference in the community.

What You'll Do

- **Take Notes:** Record clear and accurate minutes at meetings and share them with the team in a timely manner.
- **Keep Records:** Maintain program documents, meeting agendas, attendance lists, and important information.
- **Support Communication:** Help distribute information to volunteers, City staff, and Councillors as needed.
- **Stay Organized:** Assist with scheduling meetings, keeping timelines visible, and ensuring the team has the information they need.
- **Be a Team Player:** Support the Chair, Co-Chair, and volunteer team by helping with follow-ups and reminders.

What We're Looking For

- Someone who is organized, reliable, and detail-oriented.
- Comfortable taking notes and summarizing key points.
- Strong communication skills and the ability to share information clearly.
- Familiarity with email, Word, or other basic tools (training/support can be provided).
- An interest in community programs, gardening, or local engagement.

Time Commitment

- About **4–6 hours a month**, with more activity during spring/summer judging and the fall awards ceremony.

Why Volunteer?

- Play an important role in keeping a citywide program connected and organized.
- Work with a friendly team of volunteers, City staff, and community partners.
- Build valuable organizational and communication skills.
- Celebrate Hamilton's gardens and help honour the people who care for them.
- Be recognized at the annual Trillium Awards Ceremony and through City volunteer appreciation events.

4 Role: Ward Coach, Mapping & Logistics Coordinator

About the Role

We are looking for a **Ward Coach, Mapping & Logistics Coordinator** to support and guide our 28 Ward Coaches. This role is all about connection — making sure Ward Coaches feel supported, have the tools they need, and are able to work effectively with judges. The Ward Coach Coordinator is a key link between the program's leadership, the coaches, and the judges, helping ensure everything runs smoothly each year.

We are looking for a help to ensure the judging process runs smoothly and efficiently across Hamilton's many beautiful neighbourhoods. This role is ideal for someone who enjoys organization, technology, and problem-solving—someone who likes making sure everything (and everyone!) is in the right place at the right time.

What You'll Do

- **Support Ward Coaches:** Provide encouragement, guidance, and resources to help Ward Coaches succeed in their role.
- **Support Judges Training:** Work with Ward Coaches to ensure judges are trained, informed, and ready for the judging season.
- **Problem-Solve Together:** Help Ward Coaches address questions or challenges that may come up during the season.
- **Coordinate Logistics:** Help ensure schedules, route assignments, and judging zones are accurate and well-organized.
- **Support Digital Tools:** Assist judges and coordinators in using online tools such as digital maps, dashboards, and route planners.
- **Troubleshoot & Improve:** Help identify opportunities to make mapping, scheduling, and navigation smoother and more user-friendly.

What We're Looking For

- A supportive leader who enjoys mentoring and encouraging others.
- Experience in community programs, team leadership, or volunteer management.
- Someone who enjoys organization, planning, and attention to detail.

- Comfortable using (or learning) digital tools like Google Maps, MapQuest, or online dashboards.
- Strong communication and problem-solving skills.
- Reliable, resourceful, and able to work both independently and as part of a team.

Time Commitment

- About **4-6 hours a month**, with increased activity during judges training, the summer judging season, and the awards ceremony.

Why Volunteer?

- Play an important role in supporting a network of dedicated volunteers across Hamilton.
- Work closely with Ward Coaches, judges, City staff, and community partners.
- Build leadership, coordination, and mentorship skills.
- Celebrate Hamilton's gardens and the volunteers who make the Trillium Awards possible.
- Be recognized at the annual Trillium Awards Ceremony and through City volunteer appreciation events.

5 Role: Communications, Photography & Media Coordinator

About the Role

We are looking for a **Communications, Photography & Media Coordinator** to help share the story of the Trillium Awards. This role is about keeping volunteers, judges, and the public connected and informed through clear, engaging, and timely communication. If you enjoy writing, sharing news, and helping people stay “in the know,” this role is a great fit.

We are looking for help to capture and share the beauty, spirit, and community pride that define the Hamilton Trillium Awards. This role is ideal for someone with an eye for storytelling through photos and videos—someone who loves to showcase the people, gardens, and moments that make this program special.

What You'll Do

- **Keep Everyone Informed:** Share program updates, reminders, and key information with volunteers, Ward Coaches, judges, and partners.
- **Support Outreach:** Help promote the Trillium Awards to the community through newsletters, emails, and social media.
- **Work with the Team:** Collaborate with the Chair, Ward Coach Coordinator, and other volunteers to ensure consistent and accurate messaging.
- **Celebrate Success:** Highlight program milestones, garden stories, and award recipients in ways that inspire community pride.
- **Capture the Moment:** Take high-quality photos and short videos during judging days, garden visits, and special events.
- **Tell the Story:** Help document the program's journey—from volunteer engagement to award celebrations—through engaging visual content.

What We're Looking For

- Strong writing and organizational skills.
- Comfortable using email, Word, or social media tools.
- Creative, detail-oriented, and able to meet deadlines.
- Someone who enjoys photography, videography, and visual storytelling.
- Experience with digital cameras or smartphones for capturing and editing content.
- Comfortable photographing people and outdoor settings.
- Friendly, reliable, and able to work independently or as part of a team.

Time Commitment

- About **4-6 hours a month**, with more activity during the judging season and awards ceremony.

Why Volunteer?

- Help tell the story of a program that celebrates community pride and beauty.
- Build communication, outreach, and writing skills.
- Work with a supportive volunteer team, City staff, and community partners.
- Celebrate Hamilton's gardens and the people who make them flourish.
- Be recognized at the annual Trillium Awards Ceremony and through City volunteer appreciation events.

6 Role: Stakeholder Relations, Event & Ceremony Coordinator

About the Role

We are looking for a **Stakeholder Relations, Event & Ceremony Coordinator** to help us build connections between the Trillium Awards Program, City Councillors, City staff, community partners, and residents. This role is perfect for someone who enjoys meeting people, sharing information, and being part of a team that brings the community together.

We are looking for help with planning and delivering the Hamilton Trillium Awards Training Session, Volunteer Appreciation and other Ceremonies. This role is perfect for someone who enjoys organizing details, creating welcoming experiences, and being part of a team that celebrates community pride and gardening excellence.

What You'll Do

- **Plan Event Details:** Work with the Advisory Team to help organize the awards ceremony, including venue setup, schedule, and program flow.
- **Support Guest Experience:** Assist with invitations, registrations, and seating arrangements to ensure a smooth and enjoyable event for all attendees.
- **Helps with logistics:** (venue, invitations, setup), ensures Councillors and community partners are engaged, and supports the celebration.

- **Coordinate Volunteers:** Help organize and support volunteers at the event, such as greeters, ushers, and registration desk assistants.
- **Celebrate Success:** Gather feedback and share ideas to help improve future ceremonies.
- **Connect with City Leaders:** Help share program updates with Councillors and the Mayor's Office, and encourage their involvement in program events.
- **Promote the Program:** Spread the word about the Trillium Awards at events and in the community, helping residents learn more and get involved.

What We're Looking For

- A detail-oriented, organized person who enjoys event planning and teamwork.
- Comfortable working with volunteers, presenters, and community members.
- Good communication and problem-solving skills.
- Experience in event planning or coordination is an asset, but not required.
- A friendly, approachable person who enjoys connecting with others.
- Comfortable speaking with community members, City staff, and elected officials.

Time Commitment

- About **4-6 hours a month**, with more activity during spring/summer judging and the fall awards celebration.

Why Volunteer?

- Meet and work with community leaders, volunteers, and City staff.
- Gain experience in community relations, teamwork, and event support.
- Celebrate Hamilton's gardens and help foster civic pride.
- Be recognized at the annual Trillium Awards Ceremony and through City volunteer appreciation events.

7 Role: Volunteer Engagement and Community Trillium Outreach Coordinator

About the Role

We are looking for an Engagement and Community Trillium Outreach Coordinator to help us recruit, welcome, and support the amazing volunteers who make the Hamilton Trillium Awards possible. This role is perfect for someone who enjoys connecting with people, building community, and helping volunteers feel valued and supported.

We are looking for help to expand the reach and inclusivity of local businesses, community gardens, apartment buildings and commercial institutions into the Hamilton Trillium Awards Program. This role is perfect for someone who enjoys connecting with diverse communities, schools, community gardens and organizations, and who believes that everyone should have the opportunity to take pride in their gardens, neighbourhoods, and green spaces.

What You'll Do

- **Build Community Connections:** Reach out to businesses, community gardens, schools, neighbourhood associations, and community organizations to encourage participation in the Trillium Awards.
- **Promote Inclusivity:** Help ensure the program reflects Hamilton's diversity by engaging participants from all wards, backgrounds, and abilities.
- **Raise Awareness:** Share information about how to get involved through presentations, community events, and social media.
- **Collaborate with the Team:** Work closely with Communications, Volunteer Engagement, and other coordinators to support outreach and recognition efforts.
- **Inspire Civic Pride:** Encourage more businesses to celebrate Hamilton's beauty through gardening, greening, and community care.
- **Recruit Volunteers:** Help attract and connect new judges, ward coaches, and committee members to the program.

What We're Looking For

- A friendly and outgoing person who enjoys community engagement and outreach.
- Strong communication and networking skills.
- A passion for inclusivity, civic pride, and making Hamilton a greener, more connected city.
- Comfortable representing the Trillium Awards Program at community events or meetings.
- Comfortable working with a variety of volunteers and community members.

Time Commitment

- About **4-6 hours a month**, with increased activity during spring/summer judging and the fall awards celebration.

Why Volunteer?

- Gain experience in volunteer engagement, coordination, and recognition.
- Recruits, welcomes, and supports new volunteers (judges, ward coaches, committee members).
- Help expand participation in one of Hamilton's most beloved community programs.
- Promote diversity, inclusion, and civic pride through gardening and beautification.
- Be recognized at the annual Trillium Awards Ceremony and through City volunteer appreciation events