

Volunteer Position Description

Position Title: (A few words to sum up the position)

Heritage Day workers: Set up Staff, Game Workers, Food Staff, Inflatable Supervisors, Clean up Staff

Department/Division: Parks & Recreation / Community Recreation

Purpose: (Describe the overall reason why you need the help of volunteers)

This event is held to provide a fun and entertaining atmosphere for people to get out and socialize with their community.

Requirements: (Might include age, physical ability or specific skills)

Ages 16 and older. Set up staff and Clean up staff must be able to pick up and carry tables and chairs. Game workers must have the ability to be fun and social. Inflatable supervisors must be able to have control of when kids enter inflatable.

Task: (What do you need the volunteer to do? Be as specific as possible)

- Set up staff (3): Set up tables and chairs, food area, lawn games. Direct organizations to their assigned table.
- Game Workers (10): Play games with the event guests. Explain rules if needed. Get guest involved and have an overall good time.
- Food Staff (2): Serve food to guests.
- Inflatable Supervisors (2): Make sure kids are following the rules of the inflatables and disinfecting after each use.
- Clean up Staff (3): Help put away tables, chairs, lawn games, etc. Make sure park is clean and everything is picked up.

Dates: (When do you need the volunteer? Share dates, days of the week and times)

Heritage Day is Saturday May 8th from 3:00-6:00 pm. Would need set up staff to show up around 2:00 pm to go over assignments/duties and begin setting up. Game workers, food staff, and inflatable supervisors would need to arrive around 2:30 to go over assignments/duties. Clean up staff would need to arrive around 5:30 pm. Volunteers would be able to perform more than one duty. For example the same person could work as set up staff, game worker, and clean up staff.

Location: (Provide an address and directions on how to get there)

Douglass Park (N. 5th St.). Corner of Rogers and 5th St. East of Providence.

Volunteer will report to: (Tell the volunteer who they will be working with or who they should report to; share their name, title, phone and e-mail)

Jay Bradley – Recreation Specialist. 874-6379 / jay.bradley@como.gov

Number of volunteers needed: 15-20

What to wear: Comfortable but tasteful. Tee shirts with appropriate shorts are fine. Tennis shoes.

To learn more: (You may want the volunteers to contact the Office of Volunteer Services at 874-7499 or volunteer@GoColumbiaMo.com or to another city department or staff person)