



CITY OF MENDOTA HEIGHTS VOLUNTEER SERVICE DESCRIPTION

Service Title: Event Volunteer

Program: Park and Recreation

Supervisor(s): Meredith Lawrence, Parks and Recreation Manager

Phone: 651-255-1354

E-mail: mlawrence@mendotaheightsmn.gov

Service Location: Variable. This volunteer position will be notified of Parks and Recreation events throughout the City and invited to volunteer.

Purpose: Assist with the organized operations of City of Mendota Heights events

Service Length: Per shift at event

Time Commitment: Shifts during each event will be 3-4 hours, depending on need.

Qualifications/Desired Skills:

- Outgoing personality
- Ability to work independently or within a group
- Willing to talk with people; able to enforce event rule and guidelines
- Able to positively represent the City in a professional manner

Service Duties: The City offers many recreation events for youth, families and adults.

Volunteering at events may include: decorating the event site, handing out prizes, coordinating and supervising games/activities, and welcoming guests/participants and providing directions, set up/cleanup, and engaging in arts/crafts.

Outcomes/Learning Opportunities: This is an opportunity to give back to the community while having a fun time at a City of Mendota Heights event.

On-boarding: Every volunteer will complete a contact form (or provide proof of a recent background check).

Training Requirements: Volunteer will receive any role specific training day of event.

Special Instructions (optional): Event responsibilities may change, so please be flexible. All volunteers are required to wear event and weather appropriate clothing. Hat, protective eyewear and sunblock is strongly recommended on days that require it.

