



CITY OF MENDOTA HEIGHTS

VOLUNTEER SERVICE DESCRIPTION

Service Title: Landscaping Volunteer (Ongoing)

Program: Park and Recreation

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

Phone: 651-255-1354

E-mail: mlawrence@mendotaheightsmn.gov

Service Location: Mendota Heights Parks and Monument Signs

Purpose: To keep the City of Mendota Heights parks landscaping and flower beds looking nice for the community to enjoy.

Service Length: This position may be ongoing, one time or short term depending on the restoration activity and individual volunteer availability.

Time Commitment: The time commitment required differs with the restoration activity and volunteer availability. Volunteer shifts may be a minimum of 1 hour per event, or several hours over multiple events. Time commitment may be flexible depending on individual volunteer availability.

Qualifications/Desired Skills:

- Enjoy being outdoors
- Ability to work independently without staff supervision
- Can follow through on a commitment
- Passion for keeping Mendota Heights landscaping and flower beds tidy
- Track volunteer hours

Service Duties: Landscaping volunteers will work to ensure flower beds within the parks, landscaping near park entrance signs and flower beds at the Mendota Heights Par 3 look presentable and healthy. Duties may include: pulling weeds, planting replacement plants/flowers, pruning, and watering the site.

Outcomes/Learning Opportunities: This is an opportunity to give back to the community while spending time within the City of Mendota Heights.

On-boarding: Every volunteer is required to submit a contact form, complete a background check (or provide proof of a recent background check), and may be asked to engage in a short phone, in-person, or virtual informational meeting.

Training Requirements: Every volunteer will be required to complete a volunteer orientation and/or will receive role specific training.

Special Instructions (optional): All volunteers are required to wear appropriate clothing for landscaping visit. Gloves, hat, protective eyewear and sunblock is strongly recommended.