



# CITY OF MENDOTA HEIGHTS VOLUNTEER SERVICE DESCRIPTION

**Service Title:** Landscaping Volunteer (Ongoing)

**Program:** Park and Recreation

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

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**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.