



# **CITY OF MENDOTA HEIGHTS VOLUNTEER SERVICE DESCRIPTION**

**Service Title:** Park Clean-Up Volunteer (Ongoing)

**Program:** Park and Recreation

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

Phone: 651-255-1354

E-mail: [mlawrence@mendotaheightsmn.gov](mailto:mlawrence@mendotaheightsmn.gov)

**Service Location:** Mendota Heights Parks

**Purpose:** To keep Mendota Heights City Parks and Trails clean and safe for the community to enjoy.

**Service Length:** This position may be ongoing, one time or short term depending on the clean-up 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 Parks and Trails safe and clean
- Track volunteer hours

**Service Duties:** Park Cleanup volunteers will be responsible for ensuring our parks remain clean and welcoming to the public. Duties may include picking up litter, piling up branches, raking leaves and cleaning playground equipment.

**Outcomes/Learning Opportunities:** This is an opportunity to give back to the community while spending time within our Mendota Heights Parks and Trails.

**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 cleaning-up visit. Gloves, hat, protective eyewear and sunblock is strongly recommended.