



VOLUNTEER POSITION DESCRIPTION

Parks and Recreation Office Support

Purpose/Objective

Assist Parks and Recreation staff in general administrative functions.

Department/Division

Parks and Recreation

Location of Volunteer Position

Parks and Recreation Office located in Elk River City Hall
13065 Orono Parkway, Elk River

Key Responsibilities

Perform functions that allow the regular staff more time to expand opportunities. Examples of job duties would include copying and organizing files.

Requirements/Qualifications

Strong organizational and customer service skills.

Time Commitment

Variable depending on needs.

Training/Support Provided

Training on specific job needs and duties.

Benefits to Volunteers

Opportunity to contribute to effort in delivering quality services to the community.

