



VOLUNTEER POSITION DESCRIPTION

Parks Maintenance Office Support

Purpose/Objective

To assist Park Superintendent with general administrative duties.

Department/Division

Parks Maintenance Department

Location of Volunteer Position

Street Maintenance Facility
19000 Proctor Road, Elk River

Key Responsibilities

Use computer programs, such as Excel, Microsoft Word and Outlook. Assist Park Superintendent with administrative duties, such as obtaining quotes, receiving and making calls, typing up memos, training, filing, updating required OSHA materials, ordering supplies, stocking first aid kits, etc.

Requirements/Qualifications

General knowledge of computers, basic knowledge of park maintenance duties, general office duty experience, excellent communication skills and able to pass a background check.

Time Commitment

Varies depending on needs - possibly 6-8 hours per week.

Training/Support Provided

Orientation of city facilities; basic knowledge of day to day park maintenance operations. Computer and needed office supplies provided by the City.

Benefits to Volunteers

Development opportunities, resume building, community involvement, and possible future employment with the City.

