



VOLUNTEER POSITION DESCRIPTION

Activity Center Light Maintenance

Purpose/Objective

Provide light maintenance support to the Elk River Activity Center which provides recreational services to active older adults in the community.

Department/Division

Parks and Recreation

Location of Volunteer Position

Elk River Activity Center
413 Proctor Avenue, Elk River

Key Responsibilities

Routine dusting of computer area, counters and window ledges; vacuuming of the carpeted area around the computers and in the entry hall; light mopping of the vinyl floor in the main activity room. The volunteer may be responsible for watering indoor and outdoor plants and duties may also include small reorganizing/construction projects.

Requirements/Qualifications

Ability to complete the job on a regular basis and in a manner that does not interrupt activities. Must do thorough and neat work. Put cleaning materials and equipment away as directed.

Time Commitment

Flexible 1 –2 hours per week, as arranged with Activity Center staff.

Training/Support Provided

Activity Center staff will be on-site. Any necessary training will be provided.

Benefits to Volunteers

Opportunity to contribute to Activity Center services for active older adults.

