

# MEDFORD PARKS AND RECREATION DEPARTMENT

## Volunteer Opportunity

Winter Lights Festival  
December  
7am – 12pm and 4pm – 10pm

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Volunteers may be asked to participate day before or as early as 6am the day of the event. This event is held at the Santo Community Center, 701 N. Columbus Avenue and Pear Blossom Block 2, 312 E. Fourth Street.

Volunteer may be asked to perform one or more of the following:

- ◆ Set up areas and help facilitate organized activity
- ◆ Distribute Parks and Recreation activity material; flyers, coupons, etc.
- ◆ Distribute and collect customer surveys
- ◆ Assist with food service, clean up, etc.

Desirable Qualifications:

- ◆ Follow written and verbal instruction
- ◆ Perform physical labor safely
- ◆ Work with minimal supervision
- ◆ Relate to general public in a positive manner

Equipment:

- ◆ Volunteer to provide and carry a charged cell phone at events

Special Requirements:

Volunteer needs to complete the Volunteer Application and pass a City of Medford background check; does not apply to organized clubs or groups planning a one time drop in work day.

Volunteers must follow all safety guidelines as demonstrated by City and outlined in Illness and Injury Prevention Plan and be willing to submit to training if necessary. If volunteer cannot perform any duty at the site/event they need to notify staff prior to or at event. This will not disqualify them from volunteering, only from getting an injury.

Forms:

- ◆ Volunteer Application for individual ongoing volunteers
- ◆ Group one time volunteers must complete Check In documents at the site.

Primary Contact: [parks@cityofmedford.org](mailto:parks@cityofmedford.org)

Phone: 541-774-2400

Note: This is a general guideline to assist interested parties in reviewing available volunteer opportunities. To discuss specifics of the opportunity and what you and/or your organization can offer call or email the primary contact.

Sue McKenna Club site

Help

Sign Out

### Meetings and events - event details

Me

<b>Administration - Event</b>	<a href="#">Edit</a> <a href="#">Delete</a>
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Members

Breakfast with Santa  
 Santo Community Center  
 701 N. Columbus Ave  
 Medford, OR 97501  
 United States



**Date(s)**

Saturday, December 3, 2016 / 8:00 AM-11:30 AM

Calendar

Event coordinators: Sue McKenna

Meetings & events

<p>Assist Medford Parks & Recreation Department with their annual Breakfast with Santa event. You will be helping out serving breakfast, assisting with the line for pictures with Santa, helping out monitoring the Pic Box and assist with the clean up of tables and chairs at the end of the event. The volunteer times include a pre event meeting where you will be instructed on the details of the station you are assigned to. </p>

Committees

<b>Administration - volunteers</b>	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add volunteer position</a>
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Email

<a href="#">Volunteer positions</a>	<a href="#">Notes</a>	<a href="#">Event tasks</a>	<a href="#">Downloads</a>	<a href="#">Manage event</a>	<a href="#">Event email</a>
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Documents

### Administration - volunteers

Hide past shifts

Newsletters

Public	Position Name	Report Time	End Time	Volunteer
<input type="checkbox"/>	<b>Shift: Saturday, December 3, 2016 Sat. 8:00 AM - 11:30 AM</b>			
<input type="checkbox"/>	Volunteer	8:00 AM	11:30 AM	McKenna, Sue
<input type="checkbox"/>	Volunteer	8:00 AM	11:30 AM	<a href="#">Sign up member</a> <a href="#">Sign up guest</a>
<input type="checkbox"/>	Volunteer	8:00 AM	11:30 AM	<a href="#">Sign up member</a> <a href="#">Sign up guest</a>
<input type="checkbox"/>	Volunteer	8:00 AM	11:30 AM	<a href="#">Sign up member</a> <a href="#">Sign up guest</a>
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<input type="checkbox"/>	Volunteer	8:00 AM	11:30 AM	<a href="#">Sign up member</a> <a href="#">Sign up guest</a>

Kiwanis

Admin