

MEDFORD PARKS AND RECREATION DEPARTMENT

Volunteer Opportunity

Howl-O-Ween Party
Typically on a Fri or Sat before Halloween Day
2pm – 9pm

Begins at 5pm or 6pm however, volunteers may be asked to participate as early as 2pm or 3pm the day of the event. This event is held at the Santo Community Center, 701 N. Columbus Avenue

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

- ◆ Set up rooms for organized events/games
- ◆ Distribute Parks and Recreation activity material; flyers, coupons, etc.
- ◆ Distribute and collect customer surveys
- ◆ Run/Operate organized events/games
- ◆ Assist in clean up/putting away events/games

Desirable Qualifications

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

Attire

- ◆ Closed toed shoes
- ◆ Halloween Costume if you want....

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 volunteers
- ◆ Group one time volunteers must complete Check In documents at the site.

Primary Contact: 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.