

MEDFORD PARKS AND RECREATION DEPARTMENT

Volunteer Opportunity

Movies In The Parks Summer

Movies are held on Saturday evenings at various park sites. Movies begin at dark however no later than 9:15pm, set up and other activities begin at 5pm and take down can take place until 11pm.

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

- ◆ Set up for sponsor booth, tents, etc
- ◆ Distribute Parks and Recreation activity material; flyers, coupons, etc.
- ◆ Distribute and collect customer surveys
- ◆ Take down of tents, chairs, etc.
- ◆ Internship Available

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 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 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 individuals.
- ◆ 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.