

MEDFORD PARKS AND RECREATION DEPARTMENT

Volunteer Opportunity

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

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

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.