



Volunteer Set-Up Crew Job Description

Purpose: The City of Woodburn is seeking energetic volunteers to help organize community events. The Recreation and Parks Department is proud to offer a variety of community events that encourage and healthy lifestyles and community pride. Events could include Easter Egg Hunt, Downtown Trick-or-Treating, Mayor's Tree Lighting, 4th of July, Farmer's Market, Woodburn Summer Nights, Fiesta Mexicana, and more.

Reports to: Recreation Services Manager

Responsibilities:

- Work with the Recreational Services Manager to receive task at the beginning of the event.
- Duties may include but are not limited to:
 - park decorations
 - equipment set-up
 - set up and take down tents
 - move tables and equipment
 - do heavy lifting
 - organizing games
 - park clean-up.

Qualifications: All volunteers must complete a City of Woodburn Volunteer Application, background check (18yrs+), and orientation. Leaders must be friendly, outgoing, active, dependable, and have a desire to help others. Physical requirements include walking, lifting, kneeling and standing for extended periods of time. Spanish language is useful.

Time Commitment: Flexible hours, dependent on community event assisting with.

Compensation:

Volunteers will gain valuable real life experience volunteering for a government organization that they will be able to use on college and job applications. Hours spent volunteering for the City of Woodburn may also be used for Senior Projects and/or required volunteer hours. Volunteers who perform well may obtain a letter of recommendation or a reference from City staff.