

**JOB SUMMARY:**

Reporting to the Community Programs Coordinator, the Parks and Recreation Button Making Volunteer will assist with the successful delivery of Party in the Park.

The Button Making Volunteer will manage the button maker, supplies and participants.

**IMMEDIATE SUPERVISOR:**

Community Programs Coordinator

**STATUS:**

Volunteer

**HOURS**

4:00 – 9:30 p.m.

**KEY DUTIES & RESPONSIBILITIES:**

- a) Greet attendees and answer questions.
- b) Oversee button making process to ensure safety and organization.
- c) Ensure the button maker is used fairly among participants.
- d) Ensure children participating in activities are doing so in a safe and respectful manner.
- e) Report any issues/concerns to Community Programs Coordinator as needed.

**REQUIREMENTS:**

- a) Volunteers must be 14 years of age or older
- b) Volunteers under the age of 18 must have parental consent

**QUALIFICATIONS:**

- a) Polite and friendly – personable

- b) Able to work independently and in a team setting
- c) Able to take directions
- d) Willingness to work with the public

### **COMPENSATION**

- a) Community Involvement Hours
- b) Snacks and drinks will be provided throughout the night.
- c) Helping others and personal satisfaction

*Updated: June 23, 2023*