



CITY VOLUNTEER  
CITY OF WARREN

TITLE: City Volunteer  
DEPARTMENT: Parks & Recreation  
SUPERVISOR: City Administrator

The city of Warren is a growing community in NW Minnesota. The city would like to develop an organized plan for more use of the Parks & Recreation facilities in the community using volunteers.

**GENERAL JOB DESCRIPTION**

Individual would help coordinate and execute events that would utilize the park system in Warren.

**MAJOR DUTIES AND RESPONSIBILITIES**

Responsible for providing time and talent to encourage residents of Warren to use the park system. Would be an integral part of developing activities to use the park system. Be onsite during activities to ensure the event is running smoothly and participants are safe.

**MINOR DUTIES AND RESPONSIBILITIES**

Volunteer may be asked to assist with small park clean up tasks or installation of new equipment. Volunteer may be asked to research and recommend the purchase of needed equipment and materials for the Parks & Recreation Department.

**QUALIFICATIONS FOR THE JOB**

Experience: Working with children and young adults. Coordinating activities and events.  
Other: Background in recreational activities, coaching or organizing tournaments.  
Volunteer must pass a background check to be eligible to volunteer.

**KEY COMPETENCIES**

Recreational Skills  
Social Media Usage

**PHYSICAL REQUIREMENTS**

Lift not more than 50 pounds and stand for extended lengths of time.

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Last Reviewed: \_\_\_\_\_

Last Reviewed by: \_\_\_\_\_