

Library Position Descriptions

- ❖ Children's Library Assistant: Volunteer under the direction of the youth librarian to prepare materials for special craft activities and events held in the children's library including parties, story time, and seasonal events. Volunteers must be able to use a copy machine and standard office equipment to accomplish many of the tasks, be able to follow verbal and written directions and work independently.
- ❖ Children's Program Assistant: a variety of activities and parties are held in the children's section of the library each month. Volunteer's help with craft activities by setting up materials, supervising and organizing children; also help with clean up. Must be able to stoop, bend, and work well with children.
- ❖ Adult Program Assistant: puts up posters around town to advertise special events; helps at events by setting up prior, assisting patrons and staff during event, and cleaning up after patrons leave. Must be over age 16 and in some instances, able to drive.
- ❖ Check-in: hauls materials in from the library materials drop box (located outside the library) and from the front desk drop, and checks them back in using a computer and scanner. Also inspects condition of items and places them in the appropriate area for re-shelving or mending. Volunteers must be at least 18 years old.
- ❖ Special Delivery to Homebound: delivers library materials via their personal vehicle to patrons unable to come into the library (typically the elderly or incapacitated). Volunteers deliver new materials to the homebound person every 3 weeks (which are prepared by library staff), and retrieve previously borrowed materials. Volunteers are asked to visit with the homebound patron and make sure they are happy with the materials being sent. Volunteers must be able to use their own vehicle and be trustworthy to visit other people's homes; enjoys spending time with others.
- ❖ Materials processing: Under direction of the technical services coordinator, volunteers prepare new materials to be shelved and checked out. Volunteers must be able to use a computer, type-writer, and other office equipment to print, cut, and prepare materials to complete tasks. The ideal volunteer would possess good manual dexterity and concentration, work well independently at assigned tasks, and has the ability to follow verbal and written directions.
- ❖ Technical Services: mends existing materials (magazines, book spines, torn book covers, torn pages, and audio and video items which are broken or worn from library use) that have been damaged so items can return to circulation. The ideal volunteer would possess good manual dexterity and concentration, work well independently at assigned tasks, and has the ability to follow verbal and written directions.

- ❖ Shelver/Shelf Reading: responsible for accurately shelving checked-in materials throughout the library, and perform general support work for the Circulation Department—including photocopying and computer work. Volunteers must be 14 years of age or older, detail-oriented, and have the ability to bend, stoop and reach to put materials back on both high and low shelves; strength to push and pull book carts. Must be able to work independently after being instructed, have the ability to alphabetize and use the Dewey Decimal system (an assessment tool will be used to determine ability; volunteers must score 100% before being assigned to general shelving duties).
- ❖ Farmer's Market: The Pendleton Farmers Market occurs every Friday from mid-May to mid-October from 4:00-7:00pm. The City has an information booth reserved for some evenings throughout the season. Volunteers will pick up the table, pop-up canopy, chairs, and tabling materials at the Library on Friday at approximately 3:00 pm, and set up the booth at the Farmers Market. Volunteers will talk with community members about library services and volunteer opportunities, and at the end of the market, take down the booth and return the materials to the Library. Must be 16 years of age or older. Requires ability to lift and carry tabling supplies and set up tables and a canopy. A volunteer with an outgoing, friendly personality is preferred, and a person with the ability to work independently. Must have reliable transportation to use while volunteering (mileage reimbursement not provided).
- ❖ Little RE(A)D Bookshelves: several small bookshelves are set up at locations around town (see below for complete list), providing the community with books to borrow, with no due date. The books can then be returned to any bookshelf, or passed along to someone else who will appreciate them. Volunteers adopt a set of shelves and keep them stocked and tidy by picking up books at the library, and then taking them to a specified location to restock once per month. Volunteers must be 16 years of age or older and possess driver's license and reliable transportation to use while volunteering (mileage reimbursement not provided). Volunteers must also have the ability to lift up to 10 pounds, pick up and handle books and do work independently.
- ❖ Special Projects: seasonal cleaning and maintenance tasks occur throughout the year and volunteers are a vital resource in accomplishing these and other tasks:
 - Book jacket washing
 - moving books & shelves when the library reorganizes materials or has the carpets cleaned
 - manning a booth at a school or other event to get new patrons signed up for library cards
 - Library Gate Counter: Help to tally the number of youth and adult patrons that visit the library during a 2-hour shift during a one-week period (usually in October)

Parks & Recreation

- ❖ Special Events Photographer: At many events, we like to have a volunteer mingle with guests and take photos of the activities they are participating in. It's also nice to have shots before an event of the volunteer effort in setting up the facility. Events occur all throughout the year, some of which include the Father-Daughter Dance, Mother-Daughter Night, the Halloween Carnival, Breakfast with Santa, and many sports activities. The Parks Dept has a digital camera available for use; a volunteer with basic knowledge and picture-taking abilities is needed.
- ❖ Main Office Substitute Receptionist: Occasionally, a volunteer is needed to fill in for the receptionist at the Parks & Cemetery Office when a regular employee is not able to work. Volunteers with good customer service skills and knowledge of office equipment are needed on an on-call basis.
- ❖ Teen Activities: Chaperoning a seasonal dance or party, assisting with a special Spring Brzak/No School day activities, or supervising Open Gym sessions are common activities for teens that volunteers may be needed to do. Volunteers must be over age 18.
- ❖ Open Gym Sessions: Volunteers lead Open Gym time-slots for Walking, Basketball, Baseball and Special Needs participants of all ages. Volunteers are responsible for unlocking and relocking the gym, must be reliable and aged 18 or older.
- ❖ Ski Bus Chaperone: Each Saturday in January, a volunteer is needed from 6:30 am - 7:00pm to supervise riders on the Ski Bus- which goes to Anthony Lakes Ski Resort. Major responsibilities include checking in riders against roster, collecting payment for tickets, day trippers (if space is available on the bus), and anyone who will be using the equipment rental service, then handling financial transactions at the ski shack. The volunteer distributes lift tickets after purchase, according to the roster. During the day, volunteer handles emergencies on the mountain and contacts parents if someone must be sent to the hospital etc. Responsible for picking up roster from office by 4 pm on Friday and returning on Monday morning after 7 am. Volunteers must be at least 18 years of age, possess the ability to work independently, handle cash, and experience supervising youth is desired.
- ❖ Dodgeball Invitational: This is usually held on the last Saturday in January at the Pendleton Convention Center and volunteers are scheduled for either a full day (11:30 am - 9:00 pm) or half day (11:30 am-4:30 pm or 4:00pm - 9:00 pm). Volunteers must be 16 years of age or older and are assigned to the following jobs: Admissions, Concession Stand, Line Judge/Ball shagger, Results Record Keeper, Photographer. Jobs included ability to sit, stand, run and concentrate on task.

- ❖ Daddy-Daughter Dance: Girls in grades K-8th and their father/father-figures attend this dance in droves every February and many volunteers are needed to decorate the convention center, serve refreshments, help the photographer, and make sure everyone has a great time.
- ❖ Pitch, Hit & Run: held in April at the Little League Fields at the end of Byers Ave, volunteers are needed from 4:30 pm- 7:00 pm to help register participants, keep score, and run stations. It is often cold and volunteers must be able to write, run a stop watch, measuring tape and be familiar with baseball.
- ❖ Hershey's Track Meet: is held at the PHS track in June on a Saturday morning and volunteers are needed from 9:00 am – 1:00 pm. Volunteers help register participants, make announcements over the intercom, distribute ribbons, answer questions and post results. Physical requirements of some jobs include sitting, standing, crouching and shagging balls.
- ❖ Summer Parks Junior Leader: 6-week day camps are held for approximately 50 kids, ages 8-14, at one of two Pendleton parks (Community & Pioneer). The assistant helps the Camp Counselor sign participants in and out each day, organize activities, and supervise kids at the parks, aquatic center, library and gym (where each group goes on a different afternoon every week). A volunteer is needed from 9:00 am - 3:00 pm, Monday-Thursday and may be needed on Fridays as well, to chaperone special trips via school bus. Volunteers may work all 4-5 days, or share the responsibility and work 2 out of 4 days, alternating with another Junior Leader. Volunteers must enjoy working with children, be able to be outside in the heat for a majority of the day, be physically fit, and age 14 or older.
- ❖ Tiny Tot Olympics: held in the summer time at the Pendleton Rec Center for ages 3-6, volunteers are needed from 10:00 am – Noon to help supervise participants and instruct them on how to complete events such as the egg and spoon race, gunny sack race, obstacle courses and tug-of-war competitions.
- ❖ Halloween Activities: The major event that uses volunteers on Halloween is the Carnival (always held on October 31st) at the Convention Center. Greeting guests, painting faces, manning a booth, and handing out candy are typical tasks that volunteers do. The Halloween Dance is held for older kids at the McCune Gym and volunteers are helpful in supervising the middle and high-school aged guests.
- ❖ Breakfast with Santa: Held at the Foundation Room the Saturday after Thanksgiving, volunteers are needed from 7:30 am – 11:00 am to help decorate the

room, blow up helium balloons, assist with crafts, serve breakfast, paint faces and clean up. Volunteers receive complimentary breakfast!

Police Volunteer Descriptions

- ❖ Neighborhood Watch Coordinator: an outgoing volunteer, who is willing to make a long-term commitment and log hours each week, is needed to fill this position. Public Speaking required at a number of public events to promote the program throughout the city, and knowledge of computers and email are also necessary. Volunteer must be age 18 or older and pass an interview with the Police Dept.

- ❖ Gardener/Groundskeeper: Volunteers are needed to help keep the Police Department grounds neat & manicured. This volunteer position handles the maintenance of decorative shrubbery, plants, flowers and trees around the Police Department. This volunteer position may be shared by a group or family. Requires knowledge and ability to water, prune, trim, fertilize and keep grounds neat by cleaning up litter, trimmings and leaves; maintain equipment, supplies, and materials. Must demonstrate the safe use of the operation of motorized equipment such as string trimmers, edger's and hedge shears, proper use of hand tools such as hammers, wrenches, picks, shovels, spades, rakes, loppers, saws or similar tools and demonstrate knowledge of common irrigation techniques using sprinklers, hoses and flooding methods. Ability to walk for extended periods of time, bend, crouch, and stand; understand and follow oral and written instructions. Must possess, or be able to obtain before volunteering, a valid Oregon Driver's License without record of suspension or revocation in any state, and have no history of felony conviction(s). Please note that this volunteer position may involve exposure to fumes, dust and chemicals consistent with horticulture maintenance including fertilizers, pesticides and insecticides.

- ❖ National Night Out: held at Roy Raley Park on the first Tuesday in August, an abundance of volunteers are needed before and during the event to ensure its success. NNO is a free & family-oriented event designed to unite the community with the local police department in hopes of preventing crime. Approximately 1 month before the event, volunteers are needed to distribute flyers to churches, reader boards, and other places around town. Volunteers are needed the morning of, to help the Main Street Cowboys set up the stage and benches in the park; set up tables, chairs and decorate the park with helium balloons. From 5:00 pm – 8:30 pm, volunteers are needed to work at the event by working in and at the dunk tank, make Root Beer Floats for guests, prepare hot dogs, cotton candy and popcorn, paint faces and run activity/game booths for kids. Volunteers are

also needed to staff the Library and Parks & Rec booths where they answer questions about programs and other offerings to the public.

- ❖ Clerical/Office Work: Volunteers are used to assist in the office by scanning and filing documents, taking inventory and restocking supplies, and being of general assistance to the office department. Volunteers must be able to use standard office equipment, be dependable and trustworthy.
- ❖ Special Events/Projects: May include, but are not limited to: community clean-up projects, setting up and/or working at special events, assisting with office projects, and promoting for or soliciting for donations for an event or project.

Miscellaneous Volunteer Descriptions

City Hall:

- ❖ Special Projects: volunteers with office experience are needed on occasion with skills in filing, scanning, copying, typing & answering phones. Volunteers must be age 18 or older and have familiarity with standard office equipment.

Finance Dept:

- ❖ Clerk: Volunteers are needed to help in the finance office with miscellaneous tasks such as filing and organizing records. Must be at least 18 years old, confidential and dependable.

Public Works:

- ❖ Neighborhood Revitalization Project: held from May 12th-18th 2013, this pilot project will hopefully become a yearly community effort to clean up a specified section of downtown Pendleton. Under the direction of Public Works employees, local citizens volunteer their time and effort toward cleaning, yard maintenance, and disposing of debris and unwanted home goods to improve the visual appeal of town and increase civic pride. Volunteers with skills in carpentry, landscaping & gardening, house painting, fixing misc. household appliances, and/or with the ability to lift and move heavy loads are especially of value to this project.