

**CITY OF BOCA RATON
VOLUNTEER POSITION DESCRIPTION**

POSITION TITLE: Special Events Volunteer

GENERAL DESCRIPTION OF WORK

Assist the staff coordinate special events by being reliable, fun, and creative.

JOB DUTIES

Due to the size and scope of different events, duties will vary for each. Volunteers may be asked to:

- Set up and break down decorations, signage, tables, chairs, etc.;
- Help with children's activities or workshops;
- Act as Sugar Sand Park presence/Crowd Control;
- Distribute information at an event;
- Assist with clerical duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent oral communication skills
- Must have an outgoing and friendly manner
- Well-organized
- Must possess a positive attitude

EDUCATION AND EXPERIENCE

Previous experience working with the public is helpful, but not necessary.
Ages 15+.

PHYSICAL DEMANDS

There may be some lifting, reaching, standing, and walking.

SPECIAL REQUIREMENTS

Dress will be dependent on event

TIME FRAME

Flexible for daytime and weekends

BENEFITS TO THE DEPARTMENT

Assists the department in serving the public efficiently and effectively.

BENEFITS TO THE VOLUNTEER

Affords the volunteer the opportunity to learn new skills, meet new people, have fun, and provide a public service.

Recreation Services
Department

Sugar Sand Park
Division

Stacey Cooney
Supervisor