

Description of Roles and Responsibilities

Volunteer Grounds and Buildings Maintenance Person

- Location: Memorial Field
- Dates: from January 1 to July 1, 2011 - longer if desired
- Hours: approximately 5 to 10 hours per week, days, nights and weekends
- Supported By: Manager of Parks and Recreation, Matt Tyler
- Contact: 360-385-9129

Benefits

1. Help provide an important resource to the youth and the community
2. Fun and exciting events, with interesting people
3. People are grateful and supportive
4. Varied work, mostly outside
5. Crucial to the success of Memorial Field
6. Recognition by the community

Background Information

1. For the last year a volunteer has successfully completed this work
2. Work as part of a functional and supportive team
3. There is no funding for maintenance of Memorial Field until July 1, 2011
4. The field is dependent on volunteers to remain open
5. The Port Townsend School District cares for the athletic field at Memorial Field
6. User groups help set up and clean up their events
7. Covered by Workman's Compensation and Liability Insurance

Duties

“Working closely with user groups and Manager of Parks and Rec”

1. Help user groups get set up operate and clean up after events
2. Support and act as ambassador during programs
3. Monitor and maintain garbage and recycling system
4. Clean and resupply the restrooms
5. Using leaf blower, keep grandstands clean and free of garbage
6. Change light bulbs as needed
7. Monitor security of the facility
8. Help operate lights and sound systems
9. Make repairs as needed and feasible
10. Advise of issues or problems
11. Help keep the maintenance shed clean and tidy

Communication and Customer Service

1. This work requires lots of communication with user groups
2. A positive attitude and an aptitude for communication is needed
3. Works alone, side by side with many other people, and as part of a team

Qualifications

1. Some general maintenance experience
2. Able to work when needed
3. Safe and thoughtful approach to work, works well alone and as part of a team