

JOB SUMMARY:

Reporting to the RDAPC Facility Coordinator, the Parks and Recreation Tot Time Volunteer will assist with the successful delivery of Party in the Park.

The Tot Time Volunteer will provide a fun and safe environment for children participating in the Tot Time activities.

IMMEDIATE SUPERVISOR:

RDAPC Facility Coordinator

STATUS:

Volunteer

HOURS

4:00 – 9:00 p.m.

KEY DUTIES & RESPONSIBILITIES:

- a) Greet attendees and answer questions
- b) Oversee all Tot Time activities within the designated area
- c) Ensure children are participating in activities in a safe and respectful manner
- d) Respectfully interact with parents/caregivers and children
- e) Report any issues/concerns to RDAPC Facility 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
- e) Experience with young children

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