

Community Center - Volunteer Position Description

Purpose

Community Center Volunteers assist with a multitude of tasks due to the broad nature of the programs and services offered. We are customer service based; therefore, there is a range of volunteer opportunities from assisting with answering customer inquiries, filing, answering phone calls, assisting the public, assisting with preschool programs, school age youth programs, senior programs, room reservations and Staff taught Enrichment Classes.

Requirements

1. Complete and submit NRPR Volunteer Application form
2. Participate in Volunteer Orientation meeting to discuss volunteer service and complete required paperwork.
3. Choose an area(s) of service and commit to approximately 8 hours per month for at least one year.
4. Complete training required for specific volunteer position.
5. Review and sign volunteer service agreement specific to the volunteer position.
6. Wear a volunteer shirt, dress appropriately, and represent Pima County in a positive and professional manner.
7. Record your volunteer hours for each day on the volunteer time log. Volunteers are encouraged to participate in continuing education sessions, trainings, volunteer meetings, and/or field trips as needed.
8. Volunteers are required to be finger printed and have background checks at Pima County's expense.

Training

Community Center Volunteers will have a Community Center and Program orientation with the Center Coordinator to learn the center operations and programs' guidelines and expectations.

Time Commitment and Scheduling

We ask you commit to at least 8-hours per month and develop a consistent volunteer schedule with the Center Coordinator

Benefits of Volunteering with NRPR

1. Contribute to your community and enrich the lives of others through volunteer service.
2. Further the mission of Pima County Natural Resources, Parks and Recreation.
3. Receive an in-depth learning experience in the volunteer training course.
4. Meet and socialize with other like-minded individuals through your participation in the volunteer program.
5. Receive Volunteer newsletters and notifications of Volunteer events and opportunities.
6. Enjoy NRPR Volunteer recognition events specific to your area of volunteer service.