

**CITY OF DELRAY BEACH
VOLUNTEER JOB DESCRIPTIONS**

FACILITIES COVERAGE

Volunteers are needed to open and close facilities during special events, rentals and classes when the center is not normally opened such as Saturday, Sunday, Holidays and evenings. Other responsibilities include assisting clubs, organizations, athletic groups, schools and the general public in meeting criteria for facility use. Volunteers should be able to handle emergency situations. AED-CPR Certification is required.

PARK AMBASSADOR

Volunteers would be required to patrol city parks, check for damage to facility equipment, graffiti and periodically lock park gates after closing time. As a Park Ambassador the volunteer would have the ability to answer questions for the general public and explain Parks and Recreation rules and regulations. Park Ambassador volunteer position requires a valid Florida Driver's License, a clean driving record and annual training provided by the City.

CLERICAL

Assist staff with various office tasks. Duties include making copies, sorting and stuffing envelopes, typing labels, answering phones and assisting patrons. Hours vary.

AFTER SCHOOL PROGRAM

The City of Delray Beach After School Program runs Monday-Friday from 2:00 pm to 6:00 pm throughout the school year. The children's ages range from 5-12 years old. Volunteers are needed to assist in the daily activities of this program which include athletics, arts and crafts, cooking, and academic assistance. The children also receive certification in American Red Cross swimming, USTA tennis, PGA golf, and soccer. Assist staff, coordinate and participate in various after school activities (games, sports, arts and crafts) including set up, clean up, material preparation and homework assistance.

SUMMER CAMP

The Parks & Recreation Department offers an nine-week summer camp that runs from June to August. The hours are 7:30 am – 5:30 pm Monday through Friday for children 5-12. Volunteers are asked to assist in the daily running of the camp which includes athletics, off-site field trips (recreational and educational), arts and crafts, swimming and much more. If you are interested in this program you may volunteer for hours that fit your schedule.

HOLIDAY CAMPS

While the children are out of school for Holiday and Spring Break, the Parks & Recreation Department offers holiday camps so these children are supervised and still having fun. We need volunteers to help make sure both of these goals are met. These camps are structured similarly to summer camp. Volunteers are needed to assist in sporting events, cooking projects, field trips and much more. Camp hours are 7:30 am – 5:30 pm weekdays during holiday times.

YOUTH BASKETBALL

The City of Delray Beach Youth Basketball Program serves 300 children from ages 5-15. Team practices start in December; games begin early in January and run through March. Games will be played on various week nights and Saturday mornings. Volunteers are needed to assist in coaching (both head and assistant coach), run the game clock and keep score, plus any other game related activities.

YOUTH FOOTBALL

The Delray Rocks is one of the finest youth football organizations in South Florida. To continue this tradition we need volunteers in all areas of the program operations. Volunteer needs are as follows: coaches (head, assistant), field crew, concession stand, announcing, game day security and help with fund raising activities. Teams start practicing in late July, and the season runs to the end of November. Teams practice four days a week during the season. Games are played on Saturday afternoons and evenings.

BEACH

Volunteers are needed to assist lifeguards with setting up and running lifeguard competitions in January and April. Ocean Rescue also needs assistance with its Junior Lifeguard Program during the spring and summer months.

PARKS & RECREATION SPECIAL EVENTS

January/February – Senior Games – A competition of athletic and non-athletic events for seniors age 50 and up. Senior Games is a week-long event with opening and closing ceremonies. Volunteers are needed to help run each event.

April – Easter Egg Hunt – Volunteers are needed to help stuff plastic eggs with candy and on the morning of the event volunteers will be needed to help scatter the eggs.

June – Dad and Daughter Date Night – Volunteers are needed to help decorate and to collect tickets at the door.

October – Kidsfest – Located at Veterans Park, Kidsfest is an afternoon for parents and children to learn about the organizations and services the city has to offer. Volunteers are needed to set up, tear down, monitor the bounce house and assist in the arts and crafts area.

November - Turkey Trot 5K Run & Health Walk – Volunteers are needed for set up, helping with refreshments, handing out T-shirts and trophies.

December – Santa's Calling – Volunteers acting as Santa, Mrs. Claus, or an elf are needed to make calls to children who have sent in a wish list.

RECEPTIONIST

A volunteer receptionist is needed for Fire-Rescue Headquarters and/or telephone relief at the lunch hour. Monday-Friday, mornings and lunch hour.

CLERICAL

Volunteers are needed for filing, making copies, cutting paper, stuffing envelopes, sorting, counting, stapling, or tasks such as these on an as needed basis in the Fire-Safety Division. Scheduling can be busy one month and not busy the next month. Tasks can be taken home and returned when completed.

CERT VOLUNTEER

This volunteer position requires you to be able to take an 8 week class to have knowledge regarding disaster preparedness, help in your community in a time of a disaster, communicate with your neighbors, respond to fire-rescue needs before and/or after a disaster, volunteer time for refresher training, some reading, writing, and studying is required. This CERT position is based on an "As Needed" basis normally during our annual Hurricane Season which runs from Jun 1-November 30. Fire Safety Division

SURVEY GENERATOR

A volunteer is need in the Fire-Rescue Department to help develop customer service surveys. Organize and track data generated thru these surveys. Applicants must be able to use Windows, Excel and Word; excellent grammar and writing skills. A background in research is desirable. Mondays 1-5.

CUSTOMER SERVICE GREETER & HELPER

Assist with our weekly child passenger safety seat program. Greet and direct public to correct locations for each segment of the child safety seat program. Check child passenger safety data forms for completeness. Volunteer must be responsible; able to interact with public both adults and children, and firefighters; detail and quality assurance oriented. Position requires mobility. Must be able to walk or stand for two hours. Fire-Rescue Department. Tuesdays 8-12.

HOSPITAL QUALITY ASSURANCE COORDINATOR

Assist with the planning, implementation, and follow-up of annual fire safety inspections at Delray Medical Center and Pine Crest Rehab Hospital. Volunteer must have background in medical field: medical doctor, nurse, hospital administrator or person with hospital plant engineering background.

INTERPRETER

Help ensure compliance where language barriers exist. Assist with fire safety daycare inspections, child passenger safety seat program, and other inspection activities as necessary. Volunteer must be bi-lingual: Spanish or Creole and fluent in English. Prefer someone who can also write Spanish and Creole. Tuesdays and Thursdays 8-12.

HAM RADIO OPERATORS

A volunteer is needed in the Emergency Operations Center (EOC) to test and operate radio equipment. Participation in Palm Beach County's weekly ham radio network is required. Volunteer must have FCC Amateur Radio License. Thursdays 7 P.M.

DATA PROCESSOR

A volunteer is needed in the Fire Safety Division to enter data from Child Passenger Safety Seat Program forms into Excel spreadsheet. Generate required monthly and quarterly reports for federal, state, and local entities. Volunteer must be responsible; detail and quality assurance oriented; must know Windows and Excel.

MAIL COURIER

A volunteer is needed to deliver mail and supplies to and from the six fire stations. Must have a valid driver's license. Monday-Friday mornings.