



Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2
www.haltonhills.ca

Recreation & Parks Volunteer Position Description

POSITION TITLE: Recreation and Parks Administrative Volunteer

CUSTOMER GROUP: Community at large

POSITION PURPOSE: To support Recreation and Parks staff in delivering high quality programs and services to community members

REPORTING TO: Recreation Coordinator, Special Events and Volunteer Services

TIME COMMITMENT: Varies depending on availability of the volunteer
Weekdays – Monday to Friday, 8:30am – 4:30pm

JOB DURATION: Long term

LOCATION: Town of Halton Hills Civic Centre or Gellert Community Centre

POSITION DUTIES/RESPONSIBILITIES:

- To arrive on time to all scheduled shifts
- Assist with various administrative tasks such as; filing, data entry, photocopying, creating and collating information packages, research, web updates, etc. in an office setting
- Provide high quality customer service
- Be familiar with and follow all policies, procedures and emergency protocols
- Some light lifting of equipment may be required
- To be a positive role model to program participants
- To act in a professional manner
- To seek clarification and guidance from staff when needed
- To record volunteer hours and complete an evaluation at the end of each session
- To dress according to the Dress Code and wear required name tag each day

QUALIFICATIONS & SKILLS:

- Minimum 14 years of age (by end of calendar year)
- Completed mandatory training
- Willing to take initiative and actively seek clarification when needed
- Past experience or interest in working in an office environment is an asset
- High comfort level with Microsoft Office Suite
- Proficient in written and spoken English
- Experience with AMANDA and CLASS is an asset
- Experience in web development or graphic design is an asset
- Ability to maintain a high level of confidentiality

BOUNDARIES/LIMITATIONS:

- Volunteers will not take confidential information home
- Volunteers will not use Town of Halton Hills equipment for personal reasons
- Volunteers will not perform the core functions of staff positions
- Volunteers will not answer questions to which they do not know the answer
- Volunteers will not take the lead in emergency situations

VOLUNTEER BENEFITS:

- Hours apply to the required 40 hours of community service in high school
- Confirmation of hours and reference letters available upon completion of volunteer commitment
- Gain valuable experience working in an office setting and working within local government
- Meet new people and develop relationships for potential job opportunities in the future

ORIENTATION/TRAINING:

- Must complete mandatory training prior to starting as a volunteer – approx. 1 hour
- Must attend a mandatory first day orientation – approx. 20 minutes
- If volunteer wishes to change their placement additional training may be required

SUPERVISION & SUPPORT:

- Upon placement the volunteer will report directly to their designated Recreation and Parks Department staff and will be supervised directly by them throughout program
- The Recreation Coordinator, Special Events and Volunteer Services will also be available to address questions or concerns throughout their placement
- It is the responsibility of the volunteer to ask questions and seek support and guidance when needed

VOLUNTEER EVALUATION: Volunteers receive a performance evaluation at the end of the program session and/or upon departure. Volunteers are also encouraged to complete a self-evaluation as well as an evaluation of the volunteer program in general.

RISK LEVEL: MEDIUM – access to confidential information

SCREENING:

- Application Form
- Interview
- Signed Agreement Form
- 2 Reference Checks
- Police Security Clearance – to be completed every 3 years
- Orientation & training
- Ongoing supervision and feedback
- Final evaluation

Date Developed: September 7, 2012

Revision Date: