



Carroll County Community Center

VOLUNTEER POSITION DESCRIPTION

Title: Summer Day Camp Field Trip Volunteer
Reports To: Summer Day Camp Director

General Function: To supervise children on field trip days for the summer day camp.

Hours: Field Trip Days Wednesdays June 5 – August 7 8-5 p.m.

Qualifications:

- Must be at least 18 years old
- Personal qualities must include good communication skills, good grooming, confidentiality, maturity, patience, and tact.
- Must have a general knowledge of the Carroll County Community Center's mission and goals.
- Must possess the qualities of leadership, supervision, and genuine concern for children.

Job Responsibilities:

- Be professional. Carry yourself in a manner that represents the Carroll County Community Center values.
- Be alert at all times to the safety of the children.
- **Do not ever leave children unattended.**



Carroll County Community Center

VOLUNTEER POSITION DESCRIPTION

Title: Race Day Volunteer
Reports To: Director of Carroll County Community Center

General Function: Help with various positions during race events.

Hours: As needed

Qualifications:

- Must be at least 16 years old
- Personal qualities must include good communication skills, good grooming, confidentiality, maturity, patience, and tact.
- Must have a general knowledge of the Carroll County Community Center's mission and goals.
- As a volunteer, you are an ambassador for the Carroll County Community Center and should treat runners, guests, participants, other volunteers with the utmost courtesy and respect.

Job Responsibilities:

- Be professional. Carry yourself in a manner that represents the Carroll County Community Center values.
- Various positions needed: registration, water stations, course marshal etc. Please contact Don Franklin (574-967-4449) for full list of positions needed.
- Must be prepared to answer many types of questions. Familiarize yourself with the course map and schedule of events.
- Attire should include clean jeans (no holes) or khaki pants and comfortable shoes.
- Once you sign up, we depend on your commitment to being a part of the race day schedule. Your prompt arrival and completion of your shift are vital to the success. When you sign up, you commit to being present for that specific shift(s) during the entire length of that shift(s).



Carroll County Community Center

VOLUNTEER POSITION DESCRIPTION

Title: Lawn Care Volunteer
Reports To: Director of Carroll County Community Center

General Function: Tend to the upkeep of the grounds surrounding the facility.

Hours: As needed

Qualifications:

- Must be at least 18 years old
- Personal qualities must include good communication skills, good grooming, confidentiality, maturity, patience, and tact.
- Must have a general knowledge of the Carroll County Community Center's mission and goals.
- Must possess the knowledge of landscaping, lawn mowing, and general yard work.
- Must be self-motivated.

Job Responsibilities:

- Be professional. Carry yourself in a manner that represents the Carroll County Community Center values.
- Mulching and cleaning flower beds
- Leaf removal
- Planting and maintaining flowers
- Mowing and trimming services
- Basic knowledge of plants and soil preparation