



# VOLUNTEER OPPORTUNITIES JULY-SEPTEMBER 2014

## ONGOING VOLUNTEER OPPORTUNITIES

*A volunteer application for the projects listed will be required once you have established contact with the staff person in charge of each project and set up your volunteer schedule.*

### ***Brentwood Community Center Ambassador Volunteer***

**Day:** Monday, Tuesday, Wednesday, Thursday and/or Friday (one day per week or more if desired)

**Time:** 8 a.m. – 12:30 p.m.; 12:30 – 5 p.m.; and/or 8 a.m. – 5 p.m. (morning or afternoon shifts; four or eight hour shifts.)

**Location:** Brentwood Community Center, 35 Oak Street

**Duties:**

- Assisting front desk staff(phones & walk-in customers)
- Creating file folders
- Word Processing (creating flyers, updating forms, printing paperwork for classes)
- Filing
- Photocopying
- Organizing historian documents and historian work
- Processing messages from voicemail box
- Customer service phone calls for cancelled classes
- Processing mail
- Stocking and organizing the flyer display area
- Keeping Kids Area tidy and clean
- Conducting tours of the community center

**Qualifications:** Basic clerical skills, proper phone etiquette, ability to greet visitors, answer questions and provide directions. Simply contact the Parks & Recreation office for a long-term volunteer application at the Brentwood Community Center 35 Oak Street or call 925-516-5444 for more information. Six-month commitment suggested.

### ***Oldies But Goodies Program***

**Day/Time:** Wednesdays & Thursdays, 1:00-4:00 p.m.

**Location:** Brentwood Senior Activity Center, 193 Griffith Lane

**Duties:** Assisting seniors with craft projects including painting, gluing, and sewing

**Staff contact:** Joanne Joaquin, 516-5380 during the hours of 11 a.m.-4 p.m. on Wednesdays & Thursdays

### ***Senior Ambassadors Volunteers***

**Day/Time:** 4-hour shift, one day per week , Monday-Friday, morning or afternoons shifts available

**Location:** Brentwood Senior Activity Center, 193 Griffith Lane

**Duties:** Answer telephone and questions, greet public, provide basic Center information, assist with filing and mailings, and maintain sign-in activities log for Senior Club sponsored activities

**Qualifications:** Basic clerical skills, proper phone etiquette, ability to greet visitors, answer questions and provide directions.

**Contact:** Kathy Petroni, Brentwood Senior Club, Inc., (925) 516-5980

City of Brentwood Parks & Recreation Volunteer Program

Waivers and applications available at  
35 Oak Street, Brentwood, CA 94513

Volunteer Coordinator: Barbie Gary, 516-5366 or bgary@brentwoodca.gov

More on back

### ***Parks Assignments***

**Day/Time:** Monday–Friday, 8:00 a.m.–5:00 p.m.

**Location:** Various locations throughout Brentwood

**Duties:**

- Paint mural in trail underpasses
- Playground structure cleaning and polishing
- Paint fence at Aquatic Complex
- Plant shrubs in City parks
- Stain wooden fences along trail sections
- Install fibar bark surfacing in playgrounds
- Install bark mulch in parks
- Paint pole lights
- Paint metal fencing
- Paint backflow enclosures
- Paint amenities-table/bench legs
- Paint drinking fountains
- Paint BBQ's
- Shred old files
- Sort landscape maintenance files
- Organize plans

**Volunteer Requirements:** Handy with tools, enjoy the outdoor environment

**Staff contact:** Barry Margesson; 516-6051