



VOLUNTEER OPPORTUNITIES OCTOBER-DECEMBER 2014

DECEMBER

05: Annual Christmas Tree Lighting Ceremony

Time: 4 p.m. – 9 p.m.

Location: Brentwood City Park, 710 Second Street & Brentwood Community Center, 35 Oak Street

Duties: Event set-up and clean-up, serving refreshments, Santa's helpers

Volunteer Requirements: Ages 13+

Staff contact: Barbie Gary, Recreation Supervisor, 516-5366

Please complete the volunteer application for this event—available at the Parks & Recreation Office, 35 Oak Street, Brentwood, CA

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.

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

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.

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

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

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

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