

## 4.7.1 – Volunteer Opportunities



### New Bern Parks and Recreation Volunteer Opportunities

**After School Tutor:** Assist students in homework assignments, reviewing with them so they have a better understanding of material. *Qualifications:* Enjoys working with children and believes all children can learn. *Time commitment:* 2-4 hours per week in the afternoon during the school year. Volunteer hours: M-F 3:00 – 6:00.

**Arts & Crafts Aide:** Instructing arts & crafts to elementary children through adults. Plan projects and compile materials in advance of each session, assist participants with activity. Set up and clean up classroom. *Qualifications:* Must be 15 years of age or older. Have knowledge of and experience in teaching arts and crafts to either children or adults, enjoys making crafts and has artistic ability. *Time commitment:* 2-3 hours per week based on class schedule.

**Athletic Aide:** Assist with Athletic program activities organized by athletic supervisors and staff. Assist in special activities/programs for children and adults. *Qualifications:* Ages 15 and older. *Time commitment:* Available during sporting activities when scheduled. Hours: evenings and weekends.

**Litter Aide**

Assist Parks Maintenance staff by picking up trash off the ground throughout the park system and dumping park trash cans. Time commitment required.

**Maintenance Aide**

Perform general repairs under supervision. Will work on fixing playground equipment, park fences, and other items that need attention by staff. Must be able to work outside and have safety shoes. Must be at least 18. Time commitment required.

**Outdoor Activities Aid:** Ensure participants have a safe and enjoyable experience, prepare lesson plan for class/activity, work with assigned staff member to secure location for program and to acquire supplies/equipment, familiarize self with destination, prepare roster/name tags, keep attendance, return supplies/equipment. *Qualifications:* Experience leading specific outdoor activity and have desire to work with participants in a recreations setting. *Time commitment:* Available for programs and special events.

**Park Watch Aid:** Ensure safety of our parks and citizens by report suspicious or criminal activity to police. Assist with identifying safety/maintenance concerns. *Time commitment:* One year or as otherwise deemed necessary.

**Recreation Center Aid:** Assist with special activities organized by recreation supervisors and staff. Assist in special activities/programs for children and adults. Other opportunities include working in the front office to greet people as they come into the center and some light duty office work. *Time commitment:* Available during special activities when scheduled. Hours usually Monday – Friday from 9a – 9p but may include Saturday 9a – 3p.

**Score Keeper:** Keep score sheet during basketball and volleyball games in the recreation centers, assist with set up and cleanup of game area. *Qualifications:* Have some knowledge of the game played, can follow the game, be dependable and organized. *Time commitment:* Varies; 2-5 hours per week depending on game schedule.

**Special Event Volunteer:** Aid with festivals, events and programs. Includes set up, and tear down, posting and removing event signage, decorating. Assist with various tasks during an event. Attend meetings as needed, recommend improvements. *Time commitment:* Varies with each festival and event; can be day or two before event, day of and immediately following. Most events are on weekend.

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**Summer Camp Assistant:** Assist Summer Camp staff with events, activities, games, and trips offered at summer camp for 6-12-year-old children. Provide a sense of safety for every child, escort campers to and from restroom, assist with daily sign in/out process, distribute lunches and snacks. *Qualifications:* Must be 14 years of age, in good standing in school and must submit one teacher's reference. Must be energetic, motivated and enjoy children 6- 12 years old. Must have transportation to and from assigned camp. *Time commitment:* Must be available daily, Monday-Friday, for the duration of Summer Camp. Camp hours are: 8:30 a.m. – 4:30 p.m.

**Swim Instructor Aid:** Assist lifeguards with swimming instruction. *Qualifications:* 14 years or older. Must pass swimming skills assessment and complete a training program. *Time commitment:* Min 2-hour shift. All sessions are Monday – Friday.

**Swimming Pool Assistant:** Assist lifeguards with basic pool maintenance, special events, clerical duties and public counter assistance. *Qualifications:* 14 years of age or older. Must have Red Cross swimming ability equivalent to intermediate level III. *Time commitment:* Min 2-hour shift. All sessions are Monday – Sunday.

**Time Clock Operator:** Keep time clock during basketball and volleyball games in the recreation centers, assist with set up and cleanup of game area. *Qualifications:* Have some knowledge of the game played, can follow the game, be dependable and organized. *Time commitment:* Varies; 2-5 hours per week depending on game schedule.

**Trip Facilitator:** Help ensure participants have a safe and enjoyable trip, familiarize self with destination including route, dining options and area information, work with assigned staff member to acquire needed supplies/equipment, prepare roster/name tags, and keep attendance, return supplies equipment. *Time Commitment:* Depends on trip.

**Translator:** Assist in communicating with non-English speaking customers; translate documents into publication. *Qualifications:* Must be fluent in both English and another language. Must be able to translate. *Time commitment:* Varies as needed.

**Youth Sport Coach:** Teach the youth in our sport programs the fundamentals of the sport they are playing and to have fun while learning, coach the following sports: Football, baseball, and basketball, Cheerleading, schedule/conduct practice, inform parents of scheduled practices, games and tournaments. *Qualifications:* Basic knowledge of sports rules, plays, proper sportsmanship; enjoys working with children; patients, friendly, helpful, enthusiastic attitude, can be firm as needed. *Time commitment:* Most youth sports are 2 months long.