



# VOLUNTEER SERVICE DESCRIPTION



<b>Title</b>	PRCA Public Relations & Marketing Volunteer
<b>Pay Class</b>	Volunteer – Unpaid
<b>Commitment</b>	Minimum 4 months; 4-6 hours per week
<b>Number of positions</b>	1

<b>Department/Division</b>	<u>PRCA/Marketing</u>	<b>Latest Review Date</b>	<u>Until filled</u>
<b>Personnel Review</b>	<u>T. Swenk</u>	<b>Department Review</b>	<u>PRCA</u>

## **Job Duties:**

Essential Duties: Reports to and works under the supervision of the Parks, Recreation, and Cultural Affairs Marketing and Public Relations Specialist or designee.

- Use Adobe Graphics applications and social media applications to promote activities and events.
- Use a variety of digital cameras for video and photo picture taking to promote activities and events.
- Write short copy and text descriptions to promote activities and events.
- Proof read for accuracy of content, spelling, grammar, etc.
- Becomes proficient about Parks, Recreation, and Cultural Affairs mission, vision, goals, activities, and events.
- Complies with all policies and procedures.
- Complies with volunteer standards and policies in PRCA Volunteer Management Manual.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **Qualifications:**

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

- Attends orientation and training.
- Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds, both verbally and in writing.
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel, and the public.
- Ability to navigate around windows computer director structures.



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- Knowledge of layout and design.
- Ability to listen and understand questions and provide accurate information.
- Ability to perform routine duties as assigned with little supervision.
- Ability to follow verbal and/or written instructions.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to stand, walk, sit and talk or hear. The volunteer is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The volunteer is occasionally required to balance; stoop, kneel, crouch or crawl.

The volunteer must occasionally lift and/or move up to 50 pounds. The volunteer may occasionally lift camera/video equipment, or expo display units requiring up to 50 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment:**

The work environment characteristics described here are representative of those a volunteer may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet but can become louder depending on types of activities and events the volunteer attends for media coverage.

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**We are an Equal Opportunity Employer, M/F.**