



# SHARE YOUR SKILLS VOLUNTEER PROGRAM



The City of Miamisburg is seeking volunteers to assist with operational functions. Serving as a volunteer is an opportunity to give back by offering your time and skills, connect with the community by participating in meaningful service opportunities, and build relationships with other volunteers, City employees and citizens. Below is a list of volunteer opportunities with a brief description.

## OFFICE SUPPORT

Assist with clerical tasks including answering phones, taking messages, collecting payments, copying, filing, sorting mail, preparing paperwork, data entry and greeting customers creating a welcoming environment. Locations include most departments, including City Administration, Finance, Tax, Parks and Recreation, Senior Adult Center, and Municipal Courts.

## COMMUNITY EVENT SUPPORT

Interact with community members at events, distribute event information, process registrations, implement games and crafts, take event pictures, assist with event set-up and tear-down among other support functions.

## PHOTOGRAPHY

Photograph various programs and/or events throughout the City. Locations include most City parks and facilities.

## GOLF SUPPORT

Serve as course starters, rangers, cart service, bag drop off and light landscape maintenance at Mound and PipeStone Golf Courses. Knowledge of golf rules and etiquette is required.

## PARKS & FACILITIES PROJECT SUPPORT

Open to small groups. Assist with specific facility enhancement projects or seasonal grounds maintenance and landscape care. Projects can include painting, landscape planting and mulching, light carpentry, and playground installations. Opportunities are available for one-time projects or on-going adoption of areas for long term upkeep.

## SENIOR CENTER ACTIVITIES

Interact with program participants, help with membership and registration, implement programs, assist with crafts, and lead activities and games, assist with front desk operations at the Senior Adult Center.

## RECREATION PROGRAM SUPPORT

Interact with program participants, assist with registration, implement programs, supervise crafts, and lead activities and games.

## SHOPPING

Assist with various shopping needs by gathering grocery items at local stores and returning the purchased items to a pre-designated location.

## FACILITY HOST

Assist with facility reservations by serving as facility host for private rentals of City facilities.

The City offers on-going and one time event or project support opportunities.

If you are interested in sharing your skills please visit [www.VolunteerMiamisburg.com](http://www.VolunteerMiamisburg.com), email [volunteer@cityofmiamisburg.com](mailto:volunteer@cityofmiamisburg.com), or call (937) 866-4532.

