

## City of Lakewood Volunteer Job Description

**Department: Community Resources**  
**Division: Heritage, Cultural and Arts**  
**Committee: Washington Heights Art Center**  
**Last Updated: May 2011**



### **Committee Leadership**

Cultural Arts Specialist  
Jim Olson  
(303) 987-5436  
jimols@lakewood.org

### **Volunteer Purpose**

The primary purpose is to assist staff members and teachers with general office duties, other tasks related to programs, services and activities.

### **Responsibilities**

The responsibilities will vary depending on your placement. For additional information, please contact the committee leadership.

### **Qualifications**

Volunteer must be able to interact with participants of all ages, the public and staff. In addition, the volunteer will need communicate effectively, take direction well, bring a spirit of inclusiveness and fun to our programs. Additional qualifications depend on volunteer placement.

### **Schedule**

Varies depending on volunteer placement. General schedule is Monday through Friday between 8 a.m. and 5 p.m. Saturday Night Dance schedule is between 5 p.m. and 10:30 p.m.

### **Training**

Training will be provided during the first scheduled day by the committee leadership.

### **Dress Code**

Volunteers are required to dress in casual attire, comfortable shoes or attire appropriate for the volunteer placement.

### **Work Environment**

The Washington Heights Arts Facility primarily resides activities within the building. Volunteers will be notified if an activity will be held outside.

### **Punctuality and Absenteeism**

If the volunteer is going to be late or miss a scheduled assignment, they must contact the committee leadership prior to their shift.