Volunteer Position Description

**Position Title:** Litter Pickup Event Leader

**Department/Division:** Various – includes Community Development, Public Works and Parks & Recreation

**Purpose:** Litter is an issue in all areas of our City – along streets, in our streams and in our parks. Volunteers can lend a hand to keep our City looking good and help care for our environment. Event Leaders will help other volunteers in this mission.

**Task:** Event Leaders will be asked to:
- Arrive at least 15 minutes before the start of the cleanup and stay until all volunteers have completed and signed out.
- Bring bags, gloves, refreshments and other supplies to the meeting site. These will be provided to you by the City of Columbia.
- Assist volunteers with signing in and signing out and providing the volunteer roster back to City staff so that hours can be recorded.
- Provide brief instructions to volunteers and making assignments at the location. Instruct volunteers on where to leave filled trash bags. Safety instructions may be required depending on the location.
- Count and record the amount of trash picked up at each event.
- Return supplies to the City of Columbia or store them for a future event in your car or home.

**Dates:** Various; the City holds 2-3 litter pickups each month. The dates, times and locations can be set around the available of the Event Leader.

**Location:** Various – streets, streams, and parks!!

**Volunteer will report to:** Volunteer Event Leaders will communicate directly with the appropriate City of Columbia staff person for your project.

**Number of volunteers needed:** Up to 6 volunteers.

**What to wear:** Volunteer Event Leaders should dress comfortably, but neatly. Sturdy shoes are required.

**To learn more:** Contact Volunteer Programs at 874-7499 or volunteer@GoColumbiaMo.com.

9-30-14