



CITY OF ROSENBERG

VOLUNTEER POSITION DESCRIPTION



VOLUNTEER OPPORTUNITY: Director of Keep Rosenberg Beautiful (KRB)

Department: City Manager

Location: City Hall, 2110 4th Street, Rosenberg, Texas 77471

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of complex administrative, public relations, education and tasks to accomplish the mission of Keep Rosenberg Beautiful, thus assuring a better quality of life and environment in the City of Rosenberg.
- The primary contact and program resource person for Keep Rosenberg Beautiful.
- Manage the operations of KRB and implement projects.
- Ensure that all reporting requirements of Keep Texas Beautiful are accurate, comprehensive and completed on schedule.
- Assist the Assistant to the City Manager in preparation and maintenance of organization budget. This includes, but is not limited to:
 - Develop estimates and needs of operating requirements
 - Maintain complete documentation of all KRB purchases
 - Code all KRB purchases
 - Ensure all accounts receivable and accounts payable are executed in a timely manner
- Assist committee in the development and implementation of action plans.
- Participate in a variety of community organizations/activities to promote the programs and mission of Keep Rosenberg Beautiful.
- Represent KRB in a professional manner at all times.
- Prepare briefs, summaries, fact sheets, layouts and other data as required for program planning and implementation.
- Write and administer grants, as appropriate.
- Orient and train volunteers recruited for KRB projects.
- Plan, organize, and conduct projects, including but not limited to landscaping enhancements.

ADDITIONAL FUNCTIONS OF THE JOB:

- Perform other job-related functions as assigned.

QUALIFICATIONS:

- Must be able to operate office machines, including personal computers and related software, photocopiers, fax machines, typewriter, scanners, and calculators, as well as accurately record and transmit information. Demonstrate phone professionalism and courtesy with the public when gathering or communicating information, as needed.

SKILLS AND ABILITIES:

- Ability to work cohesively with Board members, staff, contractors, volunteers and supporters.
- Ability to organize effective meetings by creating and maintaining agendas.
- Ability to write effectively, including grant applications and administration.
- Knowledge of the community.

Physical and Mental Demands:

- Standing/Walking: Standing or walking on tile or carpet. Required when conducting landscaping projects such as walking on uneven surfaces.
- Sitting: While in meetings, or performing desk duties.

- Reaching/Handling/Fine Dexterity: Reaching is required when utilizing telephone, computer, calculator, files, storing and retrieving office supplies. Required when operating computer, calculator, typewriter, copy machine, fax machine, scanner. Required when conducting landscaping projects such as operating landscape tools.
- Vision: Required when retrieving files, reviewing mail, using computer and while driving, when applicable.
- Pushing/Pulling: Required when pushing and pulling 1-5 lbs. of exertion for opening filing cabinets and desk drawers.
- Kneeling/Crouching/Crawling/Bending/Twisting: To obtain files from lower drawers in files and when obtaining supplies from lower shelves. While handling files, operating computer and copiers, and when utilizing the telephone. Required when conducting landscaping projects such as planting flowerbeds.
- Hearing/Talking: Required when conducting and attending various meetings, when contacting businesses and when utilizing the telephone.
- Lifting/Carrying: Required when carrying and lifting various files, reports, binders, documents and marketing materials. Required when conducting landscaping projects such as lifting/carrying materials and/or products.

Requirements:

- Minimum age: 18
- Time Commitment: Regular weekly – 1-2 days, negotiable

Training:

All necessary training will be provided.

Environmental Conditions:

Combination of office environment and outdoors, as indicated above.

How To Apply:

Complete a Volunteer Application Form and Consent form to Conduct a Criminal History Check – Visit the City's web site: www.ci.rosenberg.tx.us – or contact Volunteer Coordinator, City of Rosenberg, 2110 4th Street, Rosenberg, TX 77471 (832-595-3323) – volunteer@ci.rosenberg.tx.us