

Apple Valley • Inver Grove Heights • Rosemount • West St. Paul

Interpreter/Translator

Provide assistance to City staff in communicating with limited English proficiency residents

Duties (may include but not limited to):

- Meet or speak with residents to help explain city services, codes and answer questions
- Assist residents with paperwork
- Translate written materials, such as brochures, letters and flyers, into other languages

Qualifications:

- Verbal and written competency in English
- Fluency in Spanish, Somali, Russian, Ukrainian, Hmong, Vietnamese, or other language
- Ability to work with diverse cultures
- Knowledge of issues facing new immigrants
- Good listening skills

Schedule: Will be worked out with Department Supervisor

Document Imaging Assistant/Scanner

Provide assistance with the scanning of official City records for electronic preservation using City software and equipment

Duties (may include but not limited to):

- Copying documents as needed
- Purging records
- Preparing documents to be scanned
- Scanning documents electronically

Qualifications:

- Computer skills and understanding of office machines
- Basic knowledge of the scanning process
- Attention to detail

Schedule: Will be worked out with Department Supervisor

Property Maintenance/Code Enforcement Administration

Well-maintained homes and multi-unit dwellings are pleasant to live in and help preserve everyone's property values and quality of life within our Community. Interact with City inspectors and administration personnel.

Duties (may include but not limited to):

- Work with the Property Maintenance/Code Enforcement Department to assist in spotting code violations, and monitoring progress of property to comply
- Remove outdated and not approved signs
- Check on vacant properties as assigned

Qualifications:

- Valid Driver's License
- Good communication and organizational skills
- Some knowledge about inspections/zoning

Schedule: Will be worked out with Department Supervisor

Adopt-A-Park

Adopt-A-Park is a public service program for volunteers who are interested in cleaning up City parks. It is an excellent way for citizens and organizations to make a personal contribution to the community.

Projects:

Some past projects that Adopt-A-Park volunteer groups have worked on include:

- General litter and refuse clean-up
- Planting and maintaining trees and garden beds
- Park planters
- Assisting the City on improvement projects

Schedule: Will be worked out with Department Supervisor

Landscaping Assistance

Help maintain gardens and landscaping throughout the City

Duties (may include but not limited to):

- Planting, watering, mulching, deadheading, pruning
- Weeding and raking
- Removing invasive buckthorn and other invasive plant and tree species
- Identify areas needing attention

Qualifications:

- Driver's License preferred
- Ability to carry, lift, and bend
- Ability to work independently
- Knowledge of plant and tree species

Schedule: Will be worked out with Department Supervisor

Facility Support

Assist the City with general facility/maintenance support

Duties (may include but not limited to):

- Perform general maintenance duties such as vacuuming/mopping floors, dusting furniture and fixtures, cleaning restroom, replenishing supplies, emptying trash and recyclables, light bulb replacement
- Painting, window washing or other outside maintenance
- Set up and/or take down for meetings and events
- Report any building/site maintenance problems to the Department Supervisor

Qualifications:

- Familiar with standard cleaning equipment and supplies
- Skilled at basic building maintenance, carpentry and painting
- Ability to carry, lift, and bend
- Ability to work independently

Schedule: Will be worked out with Department Supervisor

Office Support

Assist the City in a variety of general office supplemental support

Duties (may include but not limited to):

- Filing, alphabetizing, labeling folders
- Labeling, stuffing envelopes
- Data entry
- Organizing and maintaining office supplies
- Cleaning and organizing public and meeting spaces
- Typing projects
- Assembling packets or giveaway bags
- Copying materials

Qualifications:

- Computer skills and understanding of office machines
- Attention to detail and following direction
- Good written, verbal and interpersonal communication skills
- Knowledge of clerical & administrative procedures
- Ability to organize tasks and prioritize

Schedule: Will be worked out with Department Supervisor

Community Center Volunteer

Provide customer service to users of the Community Center

Duties (may include but not limited to)

- Greeting users
- Directing users to rental rooms
- Assisting manager on duty with issues within the facility
- Answering general parks and recreation questions

Qualifications:

- Great customer service skills
- Good at multi tasking.

Schedule: Will be worked out with Department Supervisor

Thank you to Diane Erickson for providing these materials developed for the cities of Apple Valley • Inver Grove Heights • Rosemount • West St. Paul