

Volunteer Opportunities:

The City of Mountlake Terrace has many opportunities for you to volunteer! The City's volunteer programs enable you and the City to use your extraordinary reserve of knowledge, talent and skill to enhance City services. Volunteering is an opportunity to learn about the Mountlake Terrace community, understand how local government works and connect with other community members.

- Adults can learn new skills while they help their neighbors and contribute to the livability of Mountlake Terrace.
- College Student Interns can work on responsible projects and gain real work experience in their field. We will work with you and your college to match you with a project or position which meets your goals and helps you fulfill your internship requirements.
- Students in high school can prepare for the work force by gaining valuable experience and skills while they volunteer. (Youth under eighteen must have parental permission to volunteer. Youth under 14 may be able to volunteer with adult family members on a case-by-case basis.)
- Groups such as church, community service, support, military, youth and business groups find adopting projects or conducting programs connects them with the needs of their neighbors.

The following list may assist you in finding just the right volunteer activity for you:

City Council Boards and Commissions: The City Council is elected to set the policies, legislative agenda, and general governance of the City. Several volunteer boards and commissions help the Council review policies and implement programs:

- Arts Advisory Commission
- Community Policing Advisory Board
- Library Board
- Planning Commission
- Recreation and Parks Advisory Commission

City Manager's Department: The City Manager's Department includes the City Manager, City Clerk Division and City Attorney. Key responsibilities include resolving issues by facilitating projects and communication among the community.

Opportunities include:

- scanning of historical records
- photocopying
- photographer for city events and publications
- graphic design or desktop publishing assistance for special projects like preparing flyers and brochures
- assisting with mailings – i.e., *City Happenings* newsletter
- posting legal documents and notices
- preparing new files and filing
- records management
- special administrative projects – i.e. preparing certificates
- special events assistance – i.e. set up and take down displays and booths at National Night Out or ribbon cuttings
- videographer for public education/city history project (interviews)/marketing for programs

Administrative Services Department: Administrative Services includes the Finance, Human Resources and Information Technology Divisions. Key responsibilities include accounting, budgeting, purchasing, accounts payable, payroll, investments, and labor relations.

Opportunities include:

- reception at City Hall – greeting visitors and answering main phone
- assisting with mailings – i.e., business license renewals
- filing
- records management

Police Department: Key volunteer programs in the Police Department include responding to public disclosure requests, managing records, issuing various licenses, Crime Prevention, Reserves, and special events.

Opportunities include:

- reception at Police Station – greeting visitors and answering main phone
- data entry – tickets and code compliance
- filing
- posting legal notices
- evidence purging
- assisting with mailings – i.e., pet license renewals
- Crime Watch
- Reserve Officers

Community and Economic Development Department: The Community and Economic Development Department includes Code Compliance, Development Services, Long-Range Planning, and Economic Development. Key responsibilities include ensuring that buildings and other structures are built safely and that development and uses of property meet adopted community standards, assisting clients in developing their properties to achieve sustainability, quality and safety.

Opportunities include:

- photography/graphic layout
- photocopying
- scanning of maps/records
- posting legal notices
- filing
- records management

Engineering Department and Public Works Department: Key responsibilities include maintaining the City's public right-of-ways, ensuring the safe and efficient functionality of streets, sidewalks, and traffic signals, street lighting and signage system.

Opportunities include:

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| • measuring slopes | • filing |
| • traffic counts | • records management |
| • database development | • scanning of maps/records |
| • posting legal notices | • litter clean-up |
| • removal/eradication of invasive plants along right-of-way on city property and streams | • vegetation maintenance along city right-of-way |

Recreation Department and Park Services Department: Key responsibilities include providing the community with a wide array of quality leisure activities and events that encourage and promote positive and healthy lifestyles for all ages and abilities, maintaining and improving 272 acres of property in playgrounds, parks, open space, athletic fields, forested areas, trails and building grounds.

Opportunities include:

- photocopying
- working in classrooms with children
- park/trail maintenance

If you have any questions or are interested in participating in the City of Mountlake Terrace Volunteer Program please contact Leslie at the Mountlake Terrace interim City Hall at 425.744.6225 or via e-mail at hrcity@ci.mlt.wa.us.