



# Volunteer Application

Thank you for your interest in volunteering with the Keep Duluth Clean initiative. Please fill out the application and return to Kaleb Montgomery at [kmontgomery@duluthmn.gov](mailto:kmontgomery@duluthmn.gov) or by mail at 411 W. 1st Street, Duluth, MN 55802.

Questions? Please call Kaleb at 218-216-5455.

<b>KDC Committee Position of Interest</b> <small>(if not applying for a specific position, please leave blank. Position descriptions are listed below).</small>			
<b>First Name</b>		<b>Last Name</b>	
<b>Primary Phone</b>		<b>Email</b>	
<b>Street Address</b>		<b>City, State, Zip</b>	
<b>Are you 18 years old or older?</b>	YES	NO	

**Why are you interested in volunteering with the Keep Duluth Clean Initiative?**

**List any skills, training, or experience you would bring to this volunteer opportunity:**

**Describe your ability to work remotely on the responsibilities listed in the committee position description of your choosing:**

**(OVER)**

**When are you available? Please indicate all available hours. A regular schedule will be established upon selection. Check at least one option:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

**Have you ever been convicted of a crime?** YES NO

(If yes, provide a short explanation outlining the circumstances of your conviction)

**Some positions may require the use of your own vehicle. Can you provide your own transportation?**

YES NO

**Provide two personal references familiar with your skills, experience, or community activities whom we may contact. List name and phone number.**

<b>1. Reference Name</b>	<b>Phone</b>	
	<b>Email</b>	
<b>2. Reference Name</b>	<b>Phone</b>	
	<b>Email</b>	

*I hereby certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I agree and understand that any misstatements or material omissions on the application will result in my being eliminated from further consideration. I understand that, if accepted, any misrepresentation or material omission which becomes known may result in my immediate dismissal.*

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**Signature (Please type name if electronically signing)**

**Date**

## **COMMITTEE POSITION DESCRIPTIONS**

### **COMMUNICATIONS SPECIALIST**

- Establish & maintain social media platform
- Work with local media to cover KDC events and volunteer recruitment
- Create recruitment materials for disbursement
- Determine best practices for event communication.
- Maintain contact list for community partners and incentive awardees
- Take photos and establish an effective method for collection of media from volunteers.
- Create videos and other forms of media that highlights KDC events/event planning
- Attend bi-weekly or monthly committee meetings.

### **FUNDRAISING COORDINATOR**

- Develop a short and long range fundraising plan for the program.
- Create & maintain a list of potential funding sources( ie. grants, in-kind, donations, etc.)
- Research similar programs and identify potential fundraising strategies.
- Identify & secure volunteer incentives (ie. gift cards/donations)
- Create & maintain KDC annual budget and prepare bi-weekly updates.
- Attend bi-weekly or monthly committee meetings.

### **COMMUNITY OUTREACH COORDINATOR**

- Maintain a calendar of outreach activities, including community events, workshops, and other public appearances.
- Prepare an annual budget for outreach activities.
- Nurture new & old relationships with collaborative partners.
- Establish volunteer recruitment framework/plan.
- Identify 'x amount' neighborhood champions and develop recruitment strategies.
- Maintain a calendar for coordination of Neighborhood Champions - monthly.
- Attend bi-weekly or monthly committee meetings.

### **EVENTS COORDINATOR**

- Maintain a calendar of at least 10 clean-up events.
- Plan and execute event day logistics.
- Conduct a survey of a sample of past volunteers.
- Research similar programs or events.
- Design an event calendar and planning framework to be used and/or adjusted in the future.
- Act as point person for each KDC clean-up event and attend bi-weekly or monthly committee meetings.