



# Community Organizer Volunteer

## *Description and Responsibilities*

Community Organizer Volunteers will assist neighborhood residents with setting up and coordinating events and activities such as neighborhood cleanups, community-building events, door-to-door outreach, and neighborhood meetings and trainings. This is an excellent opportunity to practice your public speaking skills and promote leadership in the community.

### **Requirements:**

Must be at least 18 years of age; Minimum time commitment: Varies  
\*Bilingual in English and Spanish a plus\*

### **Duties may include, but are not limited to, the following:**

- Assisting residents in organizing and setting up neighborhood events such as cleanups, community-building activities, and social gatherings.
- Coordinating logistics, securing locations, obtaining permits (if needed), and ensuring all materials are ready for events.
- Gathering feedback, concerns, and ideas from residents to inform future events or initiatives.
- Using communication tools like flyers, social media, and emails to promote events and ensure the community is informed and involved.
- Promoting leadership development by encouraging residents to take active roles in the planning and execution of community initiatives.
- Provides excellent customer service, to include professionally and politely communicating with all members of the community.
- Responds calmly and efficiently in emergency situations.
- Speaking at events and meetings, presenting ideas, and sharing information in a clear and engaging manner.
- Assists community members and City employees with information as needed.

For additional information, please contact Sara Jewell-Banuelos at  
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