

CITY OF KINGSBURG



VOLUNTEER OPPORTUNITIES

CATALOG

January 2016

Commissions and Committees

Community Services Commission

Contact Person: Ashlee Schmal, 897-5328

Email: aschmal@cityofkingsburg-ca.gov

The Community Services Commission is made up of seven voting members serving four year terms. The Commission reports directly to the City Council on the establishment of systems of parks, playgrounds and recreation in Kingsburg.

Economic Development Committee

Contact Person: City Clerk Abigail Palsgaard, 897-5821

Email: apalsgaard@cityofkingsburg-ca.gov

The Economic Development Committee is charged to undertake the research necessary to present alternatives and recommendations to the City Council with respect to future economic development activities in Kingsburg.

Planning Commission

Contact Person: Mary Colby, 897-5328

Email: mecolby@cityofkingsburg-ca.gov

The Planning Commission is made up of seven voting members serving four year terms. The Commission serves as the City Council's advisor on land use planning including but not limited to the General Plan, Zoning Code, Specific Plans, rezonings, Conditional Use Permit, and subdivisions, and decision-making authority on matters such as variances and site plans..

City Hall

Door-To-Door Notice Distribution

Contact Person: City Clerk Abigail Palsgaard, 897-5821

Email: apalsgaard@cityofkingsburg-ca.gov.

Distribute public notices, flyers, newsletters, etc. to designated areas of the City or City-wide. The need for this volunteer activity is on an as-needed basis.

ADOPT A PLANTER

Contact Person: Mary Colby, 897-5328

Email: mecolby@cityofkingsburg-ca.gov

What is ADOPT A PLANTER?

Adopt a planter is a program offered through the Community Services Department. The program allows citizens and businesses the opportunity to contribute to the beautification of Downtown Kingsburg.

The planter areas are located on the corners of or in front of businesses and parks. A majority of the planters are located on Draper St. from California to Washington. There are also planters located in Downtown and Memorial Parks.

Citizens and businesses adopt a planter in which they plant and maintain the flowers/greenery.

A plaque is placed in the planter to identify the sponsor's hard work.

With the adoption of a planter, you will be responsible for the maintenance of the area, litter removal, and the removal of any green waste.

Who can Adopt A Planter?

Any citizen or business located in Kingsburg.

Senior Center

Contact Person: Ashlee Schmal, 897-6549

Email: aschmal@cityofkingsburg-ca.gov

Bingo Caller

Assists with calling the BINGO games on Mondays and Fridays mornings. Must have computer knowledge or willing to learn how to operate the BINGO calling system.

Painting or Art Instruction

Painting or Art instruction to help guide our seniors through the painting process. They meet on Tuesday from 12:00 – 2:00PM.

Summer Exercise Class

The Senior Center has an exercise class that is offered through Reedley College but it is not offered during the summer months. The program participants would enjoy continuing on a regular regime. The Senior Center currently has a DVD with the exercises, but need a leader to motivate the class.

FIRE DEPARTMENT

Contact Person: Fire Chief Tim Ray, 897-6531

Email: firechief@cityofkingsburg-ca.gov

Reserve Firefighter:

- **Duties:** Under direct supervision perform duties related to fire department operations, suppression and preparedness, emergency medical services, and community involvement.
- **Work Schedule:** Assigned or respond on a part-time basis, 24 hours a day, 7 days a week.
- **Basic Requirements:** 18 years of age, High school diploma or equivalent, possession of a valid California drivers license and reside within 5 minutes under normal driving conditions from Department's Station 1 on Marion St. Must obtain a valid Fresno County EMS Emergency Medical Technician 1A certificate, CPR card and a California ambulance endorsement driver's license within one year of appointment.

- Hiring Process: Complete City of Kingsburg employment application; successfully pass an oral interview, physical agility, background check and medical evaluation.

- Ability to:

Understand and follow oral and written directions

Deal courteously and effectively with the public and fellow employees.

Work under adverse, dangerous conditions and have the ability to make corrective decisions under stress.

When operating emergency apparatus, analyze fire and driving situations and adopt effective course of action.

To analyze and interpret data from a wide variety of sources.

Have the strength and agility in the fighting of fires and handling emergency situations. Lifting of moderate to heavy moving objects (more than 100 pounds), climbing, crawling, stooping and bending. High degree of hand/eye coordination and ability to hear, taste and smell.

Fire Explorers:

- Duties: Participate in Department's Post activities, which are broken down to three areas; Job orientation, education and Social/Recreational.
- Schedule: Attend regularly scheduled meetings, training sessions and community events that the Department participates in. Times and days will vary.
- Eligibility: Graduated from 8th grade and attending high school, be between ages of 14 and 18 years, provide parental approval, become a member of Boy Scouts of America, enroll in Boys Scouts of America insurance plan, must pay all fees and dues required by the Boy Scouts of America, and be physically fit.

- Ability to: Understand and follow oral written directions

Deal courteously and effectively with the public, department personnel and fellow explorers.

Have the strength and agility to bend, climb, twist, stoop, and lift moderate weights of up to 50 pounds and the ability to perform light maintenance.

Police Department

Reserve Police Officer

Contact Person: Marnie Jones

Email: marnie.jones@flce.org

- Duties: Reserve Police Officers work patrol, community events, and paid details at the local high school. They are utilized for special assignments such as court filings and the service of search warrants. Reserve officers have the opportunity to work bicycle patrol. Reserve police officers perform the same duties as a sworn, full-time police officer while they are on duty.

- Minimum requirements:

Must be at least 21 years old by time of appointment

Possess a high school diploma or its equivalent

At least POST level III reserve training or completion of a peace officer basic academy

Must be physically fit with height proportionate to weight

Possess a valid California driver's license

Have no felony convictions or convictions involving domestic battery

Must be a U.S. citizen or legal immigrant eligible for citizenship

- Applicants must successfully complete:

Background investigation

Polygraph test

Psychological Examination

Medical examination

Public Safety Volunteer

Contact Person: Marnie Jones

Email: marnie.jones@flce.org

- **Duties:**

The function of a CSO volunteer is to help protect the community through use of his/her observation skills while on patrol in the community. The volunteer also serves the Department by performing office and/or clerical duties at the police facility. Each of these duties frees up the patrol officers and dispatchers and allows them to concentrate on more law enforcement oriented tasks. Examples of these assignments are:

- Assist at school events and crime prevention functions
- Assist with vehicular maintenance and provide data entry into filing systems
- Perform special assignments
- Promote Community Oriented Policing and problem solving
- Routine patrol duties
- Conduct business and residential security checks
- Traffic control when requested
- Funeral details
- Assist in the enforcement of the vehicle abatement program
- Assist in towing vehicle procedures
- Animal control (dead animals)
- Delivery of evidence to labs
- Last day case filings
- Assist with fingerprinting or Live Scan
- Assist officers with special presentations when needed
- Assist with evidence room
- Other duties as assigned

- **Requirements:**

- Applicant must be 18 years of age at time of application
- Applicant must not have serious criminal history or felony conviction(s)
- Must have valid California driver's license to drive city vehicles.
- Must have the ability to read and write English at an acceptable level
- Must have ability to interpret and follow written and verbal instructions
- Applicant will be required to successfully pass a background investigation

Applicant will be required to submit a driver's record review upon request

Applicant must not have any medical condition which limits their ability to perform assigned tasks or which result in an unsafe or unhealthy situation while on duty.

Police Explorer Program

Contact Person: Eric Vasquez

Email: eric.vasquez@fice.org

The Police Explorer Post program is an occupational experience post. This means the primary goal is to teach members about careers in law enforcement. While the Kingsburg Police Department (KPD) is a municipal law enforcement agency, we also investigate (or explore) other areas of law enforcement such as federal, state, and other criminal justice agencies.

What do Explorers do?

Police Explorers are exposed to the wide variety of disciplines and skills that are incorporated into law enforcement careers. At their monthly meetings, Kingsburg Explorers also receive a wide variety of law enforcement training just as the officers would. Some of this training includes forensic specialties, domestic violence intervention, and patrol tactics.

What are the goals of the program?

By providing hands-on training and practical experiences, the Explorer Post program hopes to:

- Prepare individuals who are interested in law enforcement careers to make an educated and informed decision about their future.
- Enlighten its members to the human, as well as procedural, side of law enforcement.
- Build character and discipline.
- Build community awareness and assistance to those in need.

How do I join?

Any boy or girl, between the ages of 15-21, and who has finished the 8th grade and attending high school is eligible to join the Explorer Post. All you have to do is:

- Fill out an application
- Pass a background check
- Pass an oral interview
- Maintain an acceptable appearance and demeanor in keeping with the Kingsburg Police Department
- Maintain a 2.5 grade average or better

Adhere with Explorer policies and procedures

PUBLIC WORKS

Contact Information: Contact the Public Works Director at 897-1066,
Email: mecolby@cityofkingsburg-ca.gov

Painting Curbs: Paint curb markings Red, Green, White, or Yellow using either a brush or roller.

This job could be done Mon.-Fri, 6:60-4:00 during the months when the weather is nice. The designated Supervisor is Dan Brady.

Painting Street Name and Banner Poles: Paint the blue street sign and downtown banner poles using a brush.

This job could be done Mon.-Fri. 6:30-4:00, during the months that the weather is nice. The designated Supervisor is Dan Brady.

Painting Addresses on Fences in Alleys: This job would require the volunteer contact and secure permission from the property owner. The addresses would be spray painted the address on fences using stencils.

Could be done Mon.-Fri. 6:30-4:00, during the months that the weather is nice. The designated Supervisor is Dan Brady

Trash Pick-up: Simpson/Golden State one day a week. Memorial & Downtown Parks daily after school lunch period is over, while school is in session and the two developed alleys downtown on the same schedule. The designated Supervisor is Richard Griffin.

Weed Abatement: All Parks, ponding basins, well sites, and other city properties using a line trimmer.

This work can be done Mon.-Fri. 6:30-4:00, during the Spring and early Summer months. The designated Supervisor is Richard Griffin.

Shop Assistant: Shop clean-up, running after parts, washing of vehicles, and general shop maintenance.

This would be 2-3 days a week assignment, Mon.-Fri. and could be performed anytime during working hours, 6:30AM-4:00AM. The designated Supervisor is Dolph Beasley.

All supplies, direction and supervision would be provided by the Kingsburg Public Works Department.