



**CITY OF TUALATIN**  
**VOLUNTEER ASSIGNMENT DESCRIPTION**  
**TUALATIN PARKS ADVISORY COMMITTEE**

<b>ASSIGNMENT TITLE</b>	<b>Tualatin Parks Advisory Committee Member</b>
<b>GOAL/ PURPOSE</b>	The goal of the Tualatin Parks Advisory Committee is to recommend and make suggestions to the City Council regarding all matters relating to public parks, playground-related activities and programs. To formulate comprehensive and community-wide park and recreation systems and programs to service the horticultural, environmental, historical, recreation, cultural and leisure needs of all City residents.
<b>SUPERVISION</b>	Rich Mueller, Parks and Recreation Manager <a href="mailto:rmueller@ci.tualatin.or.us">rmueller@ci.tualatin.or.us</a> 503.691.3064
<b>TIME COMMITMENT</b>	The committee meets on the second Tuesday of each month at 6:00 p.m. Meetings require about two hours, plus additional preparation time. Depending on activities planned throughout the year, each member can expect to contribute up to two additional hours per month. Members serve a three-year term.
<b>DUTIES</b>	<ul style="list-style-type: none"><li>• Recommend and make suggestions to the City Council regarding all matters relating to public parks, playground-related activities and programs;</li><li>• Recommendations and suggestions shall include, but are not limited to the budget process, immediate and long-range planning, and citizen participation;</li><li>• Attends monthly meetings and on occasion other activities and events.</li><li>• Explore and recommend funding sources to support parks and recreation;</li><li>• Provide assistance to activities and organizations in the community which provide recreation programs; and</li><li>• Encourage, sponsor, co-sponsor or conduct public programs to further the development and public awareness of parks, recreation, trails, open space, natural areas and greenways.</li></ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• At least five committee members shall reside within the City of Tualatin. No more than two shall reside outside the City.</li><li>• One committee member may be less than 18 years of age. A member who is appointed under this provision shall serve a one-year term that may be renewed for one additional year.</li></ul>
<b>TRAINING</b>	Training will be conducted by the committee staff liaison. An orientation meeting will occur following your committee appointment. Other training will be provided on an as-needed basis.
<b>BENEFITS</b>	This opportunity will allow you the meaning community service involving recreation programs and park facilities that improve health, reduce crime, enhance economic development and preserve the environment. The committee members are engaged in enhancing the quality of life and quality of place for residents in the community.