

# Job Description:

## District Clean-up Leader



### About Serve The City

Serve the City is a movement of volunteers around the world connecting with local opportunities to serve in our cities. Many people want to get involved in the community and help in some way, but it's hard to know where to start or if the simple things we might do would make a difference. Serve the City organises events where volunteers can start by showing kindness in practical ways to people in need, believing that many people doing small things together can make a big difference. Serve the City began in Brussels in 2005, and came to Luxembourg in 2012, where it has become the leading charity for the expat community.

### Role

The Team Leader with fellow STC Team members will be in charge of organising throughout the year our so called « Mini Botz » / District Clean-up. Launched in 2021, they are smaller version of the annual Grouss Botz and World clean-up day event organised by the charity. They include no more than 10 volunteers and are run in a specific neighbourhood. We intend to organise it in districts close to the team leader domicile to facilitate organisation and interactions. This project is usually run twice a month over the weekend, alternating with our Street Team project taking care of homeless people. We expect the new leader to dedicate a Saturday from 3pm to 5pm at least once every 2 months. Depending on experience training by a senior leader will be provided.

### Main tasks

- Identify the spots to be cleaned few days prior to the event
- Send the confirmation email to registered volunteers with exact meeting point
- Answer potential emails from volunteers registered for the project
- Get the appropriate material from our storage facility
- Brief volunteers before starting the event on the objectives of the clean-up
- Supervise the activity and ensure that the Safety Procedure is followed at all time
- Draft a short summary report for STC project management tool and social media

### Skills and capabilities:

- Experience with charities is an asset
- Great sense of organisation
- Good interpersonal skills
- Ability to communicate clearly
- Fluent in English. Knowledge of other languages an advantage.

Please note that as we are 100% volunteer based charity, all positions are unpaid work at the service of the Community and should not represent more than few hours a week. To apply please send your resume and cover letter to [hr@servethecity.lu](mailto:hr@servethecity.lu) or send a quick application through this [form](#).