



# Volunteer SARATOGA

## Volunteer Position: Paint the City Prep

<b>Overview</b>	Prepare utility boxes in various locations for the artists in the Paint the City program
<b>Tasks/Duties (sample)</b>	<ul style="list-style-type: none"><li>• Wash/clean utility boxes using provided supplies</li><li>• Sand, rinse, and tape boxes</li><li>• Paint the boxes with primer</li><li>• Clean-up and return supplies</li></ul>
<b>Qualifications/Skills</b>	<ul style="list-style-type: none"><li>• Ability to prep and paint outdoor utility boxes using provided tools and supplies; may need to climb small ladder</li><li>• Keen attention to detail; aptitude for neatness</li><li>• Ability to understand and follow verbal and written directions</li><li>• Ability to work independently or as part of a group and focus on task at hand</li><li>• Good organizational skills</li><li>• May need to move or lift boxes or other materials (25 lbs.)</li><li>• Good sense of humor and desire to help beautify the City</li></ul>
<b>Time Commitment</b>	2.5-3 hours per box location. Exact days and times flexible by mutual agreement. Project must be done by Monday, March 12.
<b>Department/Location</b>	City Manager's Office/Variou locations in Saratoga
<b>Supervisor/Contact</b>	Assigned City Staff
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Help beautify the City</li><li>• Gain experience behind-the-scenes in a dynamic local government setting</li><li>• Meet new people</li><li>• Gain or use organization skills</li><li>• Earn service learning hours for school</li></ul>
<b>Additional Requirements</b>	Minimum age: 16 (under 16 welcome when accompanied by a volunteering adult leader).
<b>To apply</b>	Visit <a href="http://www.saratoga.ca.us/278/Volunteer">http://www.saratoga.ca.us/278/Volunteer</a> to complete a volunteer interest form

## PAINT THE CITY: UTILITY BOX PAINTING PROJECT VOLUNTEER PROJECT – UTILITY BOX PREPARATION

**Project Deadline:** Must be complete by March 12

**Summary:** Prepare utility boxes at [7 locations](#) throughout the City to be painted by Saratoga artists as part of Paint the City: Utility Box Painting Project. There are two boxes at each location, with the exception of one of the locations. It will take about 2.5 hours per location.

### Instructions:

1. Pick up supplies at City Hall by appointment
2. Place drop cloth on ground around box
3. Clean entire box, including top
4. Lightly sand the entire box
5. Clean entire box, including top
6. Rise the surface of box with clean water and allow to dry
7. Tape hinges, labels, locking mechanisms, and apply a small strip of tape on the seams of the utility box where the door opens
8. Apply primer
9. Remove tape, clean up all other materials
10. Drop off supplies at City Hall by appointment

### Supplies Provided by City:

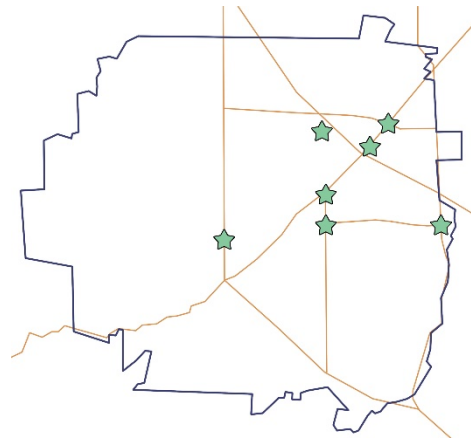
- Drop Cloth
- Paper towels
- Cleaning Solution
- Masking Tape
- Sandpaper
- Primer
- Brushes
- Roller/Roller Handles
- Trays
- Garbage Bags
- Sponges
- Paint Can Opener
- Water (for cleaning)
- Bucket

Volunteers may want to bring their own gloves and drinking water.

### Box Locations:

- Location 1 – Saratoga Ave and Cox Ave
- Location 2 – Saratoga Ave & Bellgrove Circle
- Location 3 – Allendale Ave & Quito Rd
- Location 4 – Fruitvale Ave & Allendale Ave
- Location 5 – Saratoga-Sunnyvale Rd & Reid Ln
- Location 6 – Saratoga Ave & Fruitvale Ave
- Location 7 – Congress Springs Park

[Map](#)



**Background:** Through [Paint the City](#), utility boxes at 7 different locations will be painted by Saratoga artists age 10 and older. Artists submitted applications and the City received more than 50 stunning submittals. The Saratoga Public Art Committee narrowed the choices to 2 or 3 options for each of the locations. Saratoga residents were then invited to select their favorite conceptual artwork for each of the 7 locations. The artwork that receives the most votes will be presented to the City Council on February 21, 2018 for final approval.

Painting is expected to begin on March 24, 2018, weather permitting. Consequently, preparation of the boxes must be complete by March 12.