

City of Lakewood Volunteer Job Description

Department: Community Resources
Division: Heritage, Cultural and Arts
Committee: Administration
Last Updated: 12/18/2013



Committee Leadership

Volunteer Coordinator
Karla Grahn
303-987-7868
kargra@lakewood.org

Committee Purpose

The administration committee's primary purpose is to assist the volunteer coordinator in general office duties and other tasks.

Responsibilities

The committee volunteers are responsible for, but not limited to, receiving and making telephone calls, interacting with customers, volunteers and staff, preparing responses to correspondence containing routine inquiries, performing general clerical duties and conducting research, compiling data and preparing documents.

Qualifications

Volunteer must be able to prove the ability to communicate effectively and to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines.

Schedule

Tuesday – Friday from 1 p.m. - 4 p.m.

Training

Training will be provided during the first scheduled day by the committee leadership member.

Dress Code

The volunteers are required to dress in casual attire and comfortable shoes.

Work Environment

Indoor- This committee participates year-round and is located in climate controlled areas.

Punctuality and Absenteeism

If the volunteer is going to be late or miss a scheduled assignment, they must contact the committee leadership prior to their shift.