# CITY OF TUALATIN
## VOLUNTEER ASSIGNMENT DESCRIPTION

<table>
<thead>
<tr>
<th>ASSIGNMENT TITLE:</th>
<th>ADMINISTRATIVE INTERN</th>
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<tbody>
<tr>
<td>GOAL/PURPOSE:</td>
<td>Provides clerical support to Volunteer Services and City of Tualatin Public Works Department projects. Performs supportive clerical duties including data entry as well as light research.</td>
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<td>SUPERVISON:</td>
<td>Volunteer Services and Public Services staff.</td>
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<td>TIME COMMITMENT:</td>
<td>One or two shifts per week, generally two hours. A commitment of three months. Schedule may include an occasional Saturday.</td>
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| DUTIES:           | - Operating standard office equipment such as copier/scanner, personal computer, telephone system, calculator etc.  
                   - Preparing copies and other materials for environmental enhancement and park programs.  
                   - Organizing files and maps.  
                   - Update brochures, pamphlets and program materials.  
                   - Compiling information from files and performing data entry.  
                   - Assist in publicity of events.  
                   - Coordinate schedule with supervisor. |
| QUALIFICATIONS:   | - Minimum age is 16.  
                   - Must have good typing skills and be familiar with Microsoft software.  
                   - Ability to communicate with the public and city departments in a professional manner.  
                   - Ability to follow directions and ask questions.  
                   - Must be flexible with duties and accurate and consistent with work.  
                   - The volunteer is regularly required to use hands to finger, handle, or feel, to hear, and talk.  
                   - The volunteer is required to stand, walk, stoop, kneel, crouch or crawl.  
                   - The volunteer must occasionally lift and/or move up to 25 pounds.  
                   - A criminal and driving record check is required for this position. |
| BENEFITS          | - Opportunities to gain or sharpen all aspects of office skills, while providing support to Public Works office staff.  
                   - Office work experience, including Microsoft Office, Word, PowerPoint, and Excel.  
                   - Learn or improve file organization skills with both paper and electronic.  
                   - Robust credentials for scholarships and resumes.  
                   - The opportunity to learn about career opportunities in Public Works.  
                   - Increase or develop interoffice communication skills. |
| TRAINING:         | - Attend orientation and training as required. |

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