



# CITY OF TUALATIN

## VOLUNTEER ASSIGNMENT DESCRIPTION

<b>ASSIGNMENT TITLE:</b>	<b>ADMINISTRATIVE INTERN</b>
<b>GOAL/PURPOSE:</b>	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.
<b>SUPERVISOR:</b>	Volunteer Services and Public Services staff.
<b>TIME COMMITMENT:</b>	One or two shifts per week, generally two hours. A commitment of three months. Schedule may include an occasional Saturday.
<b>DUTIES:</b>	<ul style="list-style-type: none"><li>• Operating standard office equipment such as copier/scanner, personal computer, telephone system, calculator etc.</li><li>• Preparing copies and other materials for environmental enhancement and park programs.</li><li>• Organizing files and maps.</li><li>• Update brochures, pamphlets and program materials.</li><li>• Compiling information from files and performing data entry.</li><li>• Assist in publicity of events.</li><li>• Coordinate schedule with supervisor.</li></ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• Minimum age is 16.</li><li>• Must have good typing skills and be familiar with Microsoft software.</li><li>• Ability to communicate with the public and city departments in a professional manner.</li><li>• Ability to follow directions and ask questions.</li><li>• Must be flexible with duties and accurate and consistent with work.</li><li>• The volunteer is regularly required to use hands to finger, handle, or feel, to hear, and talk.</li><li>• The volunteer is required to stand, walk, stoop, kneel, crouch or crawl.</li><li>• The volunteer must occasionally lift and/or move up to 25 pounds.</li><li>• A criminal and driving record check is required for this position.</li></ul>
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• Opportunities to gain or sharpen all aspects of office skills, while providing support to Public Works office staff.</li><li>• Office work experience, including Microsoft Office, Word, PowerPoint, and Excel.</li><li>• Learn or improve file organization skills with both paper and electronic.</li><li>• Robust credentials for scholarships and resumes.</li><li>• The opportunity to learn about career opportunities in Public Works.</li><li>• Increase or develop interoffice communication skills.</li></ul>
<b>TRAINING:</b>	<ul style="list-style-type: none"><li>• Attend orientation and training as required.</li></ul>