

We Need You!

Volunteer Opportunities Available

Clerical Support/Receptionist

Purpose: Assist the park district and the chamber in fulfilling their missions by providing clerical skills and meeting and talking with people that enter the office.

Responsibilities: Answer telephones and take messages, light computer work and filing, prepare mailings, communicate with other volunteers, communicate with visitors, assist in course sign-ups, pass along general information.

Qualifications: Self-motivated, ability to follow instructions and complete tasks, computer skills, willingness to learn new skills, good communication skills, ability to work with employees and volunteers and public.

Training: On-the-job training provided.

Appointed by: Executive Director

Time commitment: Two hours per day if possible, five days per week. This position can be filled by more than one volunteer so each works less hours.

Development opportunities: Opportunity to learn new skills, opportunity to work with dedicated staff and volunteer, opportunity to meet people and increase the growth of the park district.

I understand the responsibilities and qualifications of this position and agree to fulfill them to the best of my ability.

Print Name

Signature

Date: _____