

**Eugene Police Department
Volunteer Position Task Description**

- Position:** Dubbing Assistant-Public Information Office
- Location:** 777 Pearl Street, Room 106
- Commitment:** 2-4 hours/week, Monday-Friday, for a minimum of 3 months
- Supervision:** PIO Staff
- Objective(s):** To assist the PIO office with dubbing news stories

Qualifications

- Review VCR tapes and dub news stories, as assigned.

Description of Duties

- Experience using VCR machines
- Strong attention to detail
- Skills in listening and communicating
- Positive and supportive attitude with people of all backgrounds and abilities
- Supportive of philosophy of the Eugene Police Department and comfortable working within a police environment which sometimes involves people-related emergencies and crisis conflict management

Requirements

- Ability to pass a background check
- Commitment to comply with confidentiality requirements and police policies
- Minimum age: 21

Training and Preparation

- Orientation with the Volunteer Coordinator and on-the-job training.

For additional information, contact Carrie Chouinard, Volunteers in Policing Program Coordinator at (541) 682-5355 or carrie.f.chouinard@ci.eugene.or.us.