

**Eugene Police Department  
Volunteer Position Description**

- Position:** Internal Publicity Assistant-Public Information Office (PIO)
- Location:** 777 Pearl Street, Room 106
- Schedule:** Weekdays, 8am-5pm
- Commitment:** Minimum commitment is 5+ hours/week for three months of service
- Supervision:** PIO Staff
- Objective:** To assist with internal publicity & decoration

**Description of Duties**

- Maintain two internal bulletin boards with current department media coverage
- Select, frame and hang various department photos throughout police facilities
- Data entry and other computer work as needed

**Qualifications**

- Experience with basic computer programs such as Microsoft Word and e-mail
- Intermediate level of computer knowledge/experience
- Good typing skills, with an emphasis on accuracy
- An eye for visually appealing displays
- 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
- Must have a valid Oregon Driver's License and a good driving record.
- Must pass a driving test administered by a Eugene Police Officer to qualify to drive department vehicles.

**Training and Preparation**

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

**For additional information, contact Carrie Chouinard, Volunteers in Policing Program Manager at (541) 682-5355 or [carrie.f.chouinard@ci.eugene.or.us](mailto:carrie.f.chouinard@ci.eugene.or.us).**