

## **Eugene Police Department Volunteer Position Description**

**Position:** Office Assistant-Quartermaster  
**Location:** 125 North Garfield Street  
**Supervision:** Donna Coble, Quartermaster  
**Schedule:** Minimum eight hours/week M-F for six months of service, morning shifts preferred  
**Objectives:** To assist the Stores Clerk with day-to-day office and administrative tasks

### **Description of Duties**

- Assisting with deliveries/pick-ups in Eugene
- Removing patches from old and worn out uniforms and disposing of the uniforms
- Sorting and filing invoices
- Organizing supply cabinets

### **Requirements/Skills/Abilities**

- Strong organizational skills
- Ability to file alphabetically and numerically
- Ability to work accurately, quickly and independently after initial instruction
- Skills in listening and communicating, by telephone and in-person
- Positive and supportive attitude with people of all backgrounds and abilities
- Supportive of philosophy of the Eugene Police and comfortable working within a public safety environment which sometimes involves people-related emergencies and crisis/conflict management
- Ability to pass a background check
- 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.
- Commitment to comply with confidentiality requirements and policies governing police operations
- Must commit to volunteer eight hours per week for six months
- Minimum age: 21
- Ability to lift, carry and move up to 35 pounds.
- Willingness to conform to quality control of work and accept feedback
- Ability to take direction and follow instructions given by paid staff
- Willingness to ask questions and seek clarification if unsure of task

### **Training and Job Preparation**

- Orientation with the VIP Program Manager and on-the-job training with the Quartermaster.

**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).**