

**Eugene Police Department
Volunteer Position Description**

Position: Special Operations Staff Officer Assistant
Supervision: Officer Casey Froehlich
Objectives: To assist the Special Operations Section with a variety of administrative and technical tasks
Schedule: Monday through Friday, 7am-8pm – specific schedule is flexible

Description of Duties

- Data entry for Special Operations equipment and weapons tracking files (No LEADS access)
- Organizing and inventorying Special Operations uniforms
- Organizing, and maintaining Special Operations equipment
- Repairing and maintaining Special Operations weapons, optical and electronic equipment
- Performing armorer-level maintenance on rifles and handguns
- Serving as the primary safety officer for tactical training
- Acting as a range instructor under the guidance of the SWAT Range Manager
- With input from SWAT supervisors and operators, develop training scenarios and lesson plans to support the team's operational and training goals
- Providing logistical support to Special Operations sub-units. This includes, but is not limited to, restocking ammunition and batteries, picking up water, and food, and developing real-time solutions to problems that occur during training
- Accompanying Officer Froehlich and assisting him with various tasks related to Special Operations
- Providing Special Operations with technical assistance regarding firearms and armory related equipment
- Shuttling vehicles for maintenance
- Assisting with various duties as assigned

Requirements/Skills/Abilities

- Strong organizational skills
- DPSST-trained firearms instructor
- DPSST-trained patrol rifle instructor
- Colt-certified armorer
- SigArms-certified armorer
- Ability to develop and implement training plans and goals
- Basic/intermediate level of computer knowledge/experience (i.e., Windows XP, Word, Excel, Access, Outlook)
- Ability to work accurately, quickly and independently after initial instruction
- Strong interpersonal skills, including skills in listening and communicating
- Positive and supportive attitude with people of all backgrounds and abilities
- Must be comfortable working within a public safety environment which sometimes involves people-related emergencies and crisis/conflict management
- Ability to pass a background check
- Commitment to comply with confidentiality requirements and policies governing police operations
- 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 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.