

Eugene Police Department Volunteer Position Description

Position: Office Assistant-Volunteers in Policing (VIP) Program
Location: 777 Pearl Street, Room 106
Commitment: Minimum commitment is three hours/week for three months of service
Schedule: Shifts are available Tuesday through Thursday, 9am-noon
Supervision: Carrie Chouinard, Volunteers in Policing Program Manager
Objective: Assist with day-to-day office and administrative tasks

Description of Duties

- Alphabetical filing
- Assembling handbooks
- Data entry
- Editing/proofreading
- Folding brochures
- Laminating posters and flyers
- Making phone calls to volunteers
- Photocopying
- Preparing letters
- Processing mail-outs
- Typing/word processing
- Updating photo rosters

Requirements

- Ability to pass a police background check
- Commitment to comply with confidentiality requirements and police policies
- Basic/intermediate level of computer knowledge/experience (Word, Excel, Outlook)
- Good typing skills, with an emphasis on accuracy
- Ability to maintain attention to detail while doing repetitive tasks
- 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 Department and comfortable working within a police environment which sometimes involves people-related emergencies and crisis conflict management
- Minimum age: 16 years

Dress Code

- Business casual

Training and Preparation

- Orientation with the VIP Program Manager or designee and on-the-job training

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