

**Eugene Police Department
Volunteers in Policing (VIP) Program
Volunteer Position Description**

Position: Seniors on Patrol Team-Office Assistant
Location: Monroe Street Station, 788 West 6th Avenue (6th & Monroe)
Commitment: Minimum commitment is one 4-hour shift or two 2-hour shifts/week for six months of service
Schedule: Shifts are available Monday through Friday, 7:30am-4pm
Supervision: Debbie Janecek, Seniors on Patrol Team Coordinator
Objective: Assist with day-to-day office and administrative support duties relating to the Seniors on Patrol Team program administration

Description of Duties

- Alphabetical filing
- Updating Seniors on Patrol team activity statistics in Microsoft Excel
- Making phone calls to volunteers
- Photocopying
- Typing/word processing
- Providing clerical support for Seniors on Patrol training academies

Requirements

- Basic/intermediate level of computer knowledge/experience (Word, Excel, Outlook)
- Skills in editing, proofreading and writing
- Good typing skills, with an emphasis on accuracy
- Experience with filing
- 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
- Ability to pass a police background check
- Commitment to comply with confidentiality requirements and police policies

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 or visit www.eugene-or.gov/policevolunteers.