



Volunteer

SARATOGA

Volunteer Position: Community Development Aide

Overview	Assist technical services staff in cataloguing planning and building documents
Tasks/Duties	<ul style="list-style-type: none">• Log plan documents into a spreadsheet• Scan documents• Send to microfiche processing
Qualifications/Skills	<ul style="list-style-type: none">• Ability to accurately input data into a spreadsheet• Keen attention to detail; aptitude for neatness• Ability to understand and follow verbal and written directions• Ability to work independently and focus on task at hand• Strong computer skills• Excellent written and verbal skills• May need to move or lift boxes or other materials (25 lbs.)
Time Commitment	2-4 hours per week for minimum of 6 weeks. Exact days and times flexible by mutual agreement, typically on weekdays in the afternoon.
Department/Location	Community Development Department/City Hall
Supervisor	Community Development Staff
Benefits	<ul style="list-style-type: none">• Gain experience behind-the-scenes in a dynamic local government setting• Meet new people• Gain or use computer and organization skills• Earn service learning hours for school
Additional Requirements	Minimum age: 14
To apply	Visit www.saratoga.ca.us/cityhall/hr/volunteer.asp to complete a volunteer interest form