



# Volunteer

## SARATOGA

### Volunteer Position: Emergency Preparedness Aide

<b>Overview</b>	Assist human resources staff in compiling and updating the Community Emergency Response Team (CERT) volunteer files, in preparation for use in the event of a city-wide emergency.
<b>Tasks/Duties</b>	<ul style="list-style-type: none"><li>• Review CERT files for out-of-date information</li><li>• Log information into a spreadsheet/database</li><li>• Organize and consolidate files</li></ul>
<b>Qualifications/Skills</b>	<ul style="list-style-type: none"><li>• Ability to accurately input data into a spreadsheet</li><li>• Keen attention to detail; aptitude for neatness</li><li>• Ability to understand and follow verbal and written directions</li><li>• Ability to work independently and focus on task at hand</li><li>• Familiarity with Microsoft Excel helpful, but not required</li><li>• Excellent written and verbal skills</li><li>• Interest in city operations</li></ul>
<b>Time Commitment</b>	2-4 hours per week for minimum of 6 weeks. Exact days and times flexible by mutual agreement, typically on weekdays in the afternoon.
<b>Department/Location</b>	Human Resources Department/City Hall
<b>Supervisor</b>	Human Resources/Recreation & Facilities
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Gain experience behind-the-scenes in a dynamic local government setting</li><li>• Meet new people</li><li>• Gain or use computer and organization skills</li><li>• Earn service learning hours for school</li></ul>
<b>Additional Requirements</b>	Minimum age: 14
<b>To apply</b>	Visit <a href="http://www.saratoga.ca.us/cityhall/hr/volunteer.asp">www.saratoga.ca.us/cityhall/hr/volunteer.asp</a> to complete a volunteer interest form