



Volunteer

SARATOGA

Volunteer Position: Administrative Aide

Overview	Assist Facilities Manager with logging monthly billing invoices and filing.
Tasks/Duties	<ul style="list-style-type: none">• Log facilities invoices into ledger (manual)• Sort and file invoices• Other clerical related duties as needed
Qualifications/Skills	<ul style="list-style-type: none">• Ability to accurately input data manually into a log• Keen attention to detail; aptitude for neatness/neat handwriting• Ability to understand and follow verbal and written directions• Ability to work independently and focus on task at hand• Strong organizational skills• Excellent written and verbal skills
Time Commitment	3-4 hours per month for minimum of 3 months. Exact days and times flexible by mutual agreement, typically on weekdays in the afternoon.
Department/Location	Recreation & Facilities/City Hall
Supervisor	Facilities Manager
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