



## *Volunteer Opportunities:*

### **Computer Assistant**

#### **Objective:**

To assist with the maintenance of Center records through the use of computer-based record keeping and word processing systems.

#### **Responsibilities:**

Volunteers will input information using database, word processing, and/or desktop publishing software. Tasks may include updating library and collections records and typing reports, designing fliers and maintaining databases.

#### **Commitment:**

On-site training and regular assignments on weekdays with a four hours per month minimum.

#### **Qualifications:**

Previous experience with computers is helpful.

- Software programs include FileMaker Pro, Microsoft Word, and Adobe PageMaker. Ability to maintain confidentiality concerning Nature Center records.
- Volunteers 18 years of age and older must be free from any arrest or conviction of any felony or misdemeanor offense involving violence, sexual or physical abuse of any adult or child, or any felony narcotic offense.
- Volunteers are required to submit a set of fingerprints, before their first day of work, in order for the Parks Department to obtain related criminal records.
- The Volunteer Coordinator will provide information on how to meet this requirement.

#### **Training and Preparation:**

On-site computer training is provided as required. Training tapes and manuals are available.

#### **Evaluation:**

Volunteers are encouraged to meet with the Volunteer Coordinator or their supervisors whenever necessary to discuss situations which may arise. Periodic evaluations will be used to determine if his/her needs and those of the Nature Center are being met.

#### **Supervisor:**

Volunteer Coordinator or Department Supervisor