

# WORKFORCE DEVELOPMENT VOLUNTEER

## General Description

This is a temporary volunteer position for Employers Training Resource. Under direct supervision, volunteers assist staff in the completion of special projects with an emphasis on workforce development. Duties might include answering phones, putting together binders for special projects, performing data entry, typing and greeting the public. Volunteers are subject to all County and Departmental policies and procedures during the course of their period of volunteering.



## Essential Functions

In a volunteering capacity:

- Conducts research and compile reports and summaries.
- Assists supervisor in preparing workforce development presentations.
- Performs various clerical duties, to include: screening incoming calls; taking and transmitting messages; making photocopies; performing data entry; preparing mass mailings; typing; and word processing.
- Processes routine paperwork and/or forms.
- Performs other duties of similar nature or level as required.

## Qualifications

High School Diploma, G.E.D. or equivalent or combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Depending upon assignment, a background check may be required.