

20th FSS AIRMAN & FAMILY READINESS CENTER VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Discovery Resource Room Manager
CONTACT PERSON: Mr. Rodgers W. Gardner, II Section Chief
PHONE: 803- 895-1253
WORK LOCATION: Bldg 1127, Shaw AFB
ORGANIZATION: 20 FSS/FSFR
ADDRESS: 524 Stuart Ave, Shaw AFB
HOURS NEEDED: To be discussed with volunteer candidate (Time can be set upon mutual agreement)
DAYS NEEDED: Any days available
OFFICE HOURS: 0730 – 1630
START DATE: As soon as agreed upon by both parties
END DATE (If temporary): N/A

VOLUNTEER DUTIES: General Office duties to include oversight of 10 computers for customer use. Computer skills to assist 20 FSS/FSFR personnel with varied office management and computer duties. Duties may include answering phones, posting information in the resource room, magazines, hard copies and electronic information. Providing general A&FRC information to customers and assisting customers with computers, updating computers and ensuring information on desk tops are similar and available for easy customer data access. Data input, scheduling classes. Some proofing, and typing. May be required to use multiple forms of office automation and software with varied functions to produce a wide range of documents, formats, etc. May use word-processing software to create, copy, edit, store, retrieve, and print forms, memos, and letters; uses existing database or spreadsheet software to create, enter, revise, sort, calculate, or retrieve data for reports; and uses graphics software to provide graphs and charts for reports and presentations.

TRAINING PROVIDED: After training, may be asked to carry out familiar assignments in accordance with previous instructions, standard procedures for creating documents, or entering or retrieving data, and established use of software packages.

SPECIAL REQUIREMENTS:

1. Have a working knowledge of computers and some Microsoft office software
2. Be familiar with the military system and chain of command
3. Exhibit and have exceptional interpersonal and telephone skills. Be good at dealing with customers.
4. Have ability to work successfully in high operations tempo

ADVANTAGES FOR VOLUNTEER WORK

1. Obtain a variety of skills that can be used to build a strong resume.
2. Obtain interactions with multiple base offices and customers
3. Gain work experience and skills in the Airman & Family Readiness Section

TRAINING:

1. Training volunteer will receive training on operation of various office equipment to include, but not limited to: computers, scanners, FAX machine, and copy machine
2. Training will be one-on-one instruction from office professional staff

Signature of "Volunteer"

Date

Signature of Supervisor

Date