

20th CIVIL ENGINEERING SQUADRON VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Environmental – Natural & Cultural Resources Technician

ORGANIZATION: 20 CES

CONTACT PERSON: Terry Madewell

PHONE 895-5193

ADDRESS: 345 Cullen ST, Shaw AFB, SC 29152

HOURS NEEDED: 0730 – 1630

DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Assist with endangered species
2. Assist with Forestry, Fishery and Wildlife, Wetlands, Urban Forestry, Geographic Information Systems (GIS), Global Positioning Systems (GPS), cultural resources and other general outdoor recreation endeavors
3. Regularly utilize computers to produce reports, documents and data for the various programs
4. Assist program manager with data information collection
5. Assist in general office duties

SPECIAL REQUIREMENTS:

1. Ability to work outdoors in a wide variety of weather conditions
2. Working knowledge of computers (Word, Excel and PowerPoint)
3. Typing skills
4. Ability to communicate effectively in writing
5. Effective use of grammar
6. General office skills
7. Knowledge of keeping track of statistical information

TRAINING:

1. Will train volunteer on basic office operations
2. One-on-one instruction as needed

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date