

# 20<sup>th</sup> CIVIL ENGINEERING SQUADRON VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** Environmental – Administrative Assistant  
**ORGANIZATION:** 20 CES  
**CONTACT PERSON:** Anthony Oliver  
**PHONE** 895-9976  
**WORK LOCATION:** Bldg 250  
**ADDRESS:** 428 Chapin St, Shaw AFB 29152  
**HOURS NEEDED:** 0800 – 1700 (negotiable)  
**DAYS NEEDED:** Monday – Friday

## **VOLUNTEER DUTIES:**

1. Answer the telephone
2. Assist customers
3. File
4. Enter data into WIMS computer system
5. Assist with general office typing as needed
6. Other general office duties
7. run errands

## **SPECIAL REQUIREMENTS:**

1. Good interpersonal and telephone skills
2. Working knowledge of computers (Word, Excel and PowerPoint)
3. Typing skills
4. Good organizational skills

## **TRAINING:**

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

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Signature of Volunteer

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Date

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Signature of Volunteer Supervisor

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Date