

**COLORADO SPRINGS POLICE DEPARTMENT**

**VOLUNTEER SERVICES**

444-7441

**VOLUNTEER JOB DESCRIPTION**

**POSITION:** Reception Coordinator

**RESPONSIBLE TO:** Payroll Clerk

**LOCATION:** Preparation: From home telephone. Event: Usually the Police Operations Center; sometimes at Sand Creek or Falcon Substation.

**GENERAL DESCRIPTION:** Responsible for coordinating the retirement, separation and promotion receptions for Police Department employees.

**RESPONSIBILITIES:**

1. Receives notice from Payroll Clerk of pending retirement, separation or promotion ceremony. Notice includes date, time, location, size of room, number of servers needed, Division secretary to be contacted.
2. Contact Division Secretary of party (ies) being honored to arrange for help at the event.
3. Order supplies from Supply Clerk one week in advance.
4. On day of event, arrive two hours early to make coffee.
5. Set up table with punch, coffee, cake, plates, napkins and forks.
6. Serve the cake along with servers from the Division.
7. Oversee that the table is complete, neat and attractive throughout the event.
8. Clean up of table and kitchen following the event.

**TIME REQUIRED:** Sporadic, five to six hours per event.

**TRAINING:** Given by the payroll clerk.

**QUALIFICATIONS:** Responsible, detail oriented, social person.

**BENEFITS:** Learn about the personalities in the Department, provide service at an event that is important to Police Department employees.