

# COMMUNITY RESOURCE CENTER

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

The duties of the Volunteer may include, but are not necessarily limited to:

1. Assemble information packets.
2. Assisting in bulk mailings by addressing and stuffing envelopes, making and affixing labels, folding literature, etc.
3. Answer phones.
4. Some routine clerical tasks such as filing, sorting, etc.
5. Other duties as assigned.

## **QUALIFICATIONS:**

The criteria for selection as a Volunteer is as follows:

- A. Must be 19 years of age or older, a U.S. citizen, and pass a criminal history check.
- B. Must serve without pay or reimbursement for expenses.
- C. Must successfully complete on-the-job training as required by the Omaha Police Department.
- D. Must have a completed volunteer application on file.
- E. Ability to file alphabetically and numerically.

## **TRAINING:**

On-the-job training will expose the volunteer to topics such as human relations and communication, courtesy, and assorted policies and procedures required for the successful operation of this program.

## **DUTY UNIFORMS:**

Volunteers shall dress appropriately and will prominently display their approved, laminated, photo identification card whenever they are on duty.

## **DUTY HOURS:**

- A. Duty hours are limited to between the hours of 1000 to 1400, Monday-Friday.
- B. Volunteers may work no more than seven (7) hours per day. There is no minimum requirement per day or week for volunteer participation.
- C. Volunteers must maintain an hourly log.