



**Redmond Police Department
Volunteer Program**

Job Description

**Title: Storefront Sub Station Representative
A partnership between the Redmond Police and Fire Department**

Function: Serve as a facilitator of information at new storefront Redmond Town Center Police and Fire Sub Station. Provide information, assistance and referrals to citizens who call or walk into the Sub Station.

Duties: Greet substation visitors, answer phones and assist Citizens with information requests concerning police and fire programs and services.

Provide general information on Town Center service centers and business locations

Provide information and referrals to community and mall employees on Crime Prevention Programs:

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| Check and Credit card fraud | Women's Personal Safety |
| Shoplifting | Business Watch Programs |
| Block Watch Programs | Work place and school violence Programs |

Provide Disaster and Emergency Preparedness information and training materials

Distribute information on Fire and Life Safety programs

Provide Fingerprinting services, including kids program

Distribute Bike Helmets for Kids, Smoke Alarms to seniors, and Trigger Locks for Guns

Qualifications:

- Ability to deal courteously and effectively with the public.
- Skilled in interpersonal skills & ability to communicate effectively in person
- Skilled in written communication
- Skilled in telephone communication
- Ability to receive and record information accurately
- Ability to work independently
- Ability to work as part of a team
- Ability to maintain confidentiality.
- Knowledge of City of Redmond
- Ability to receive and follow instructions

Time Commitment: One four-hour shift per week with a minimum one-year service commitment.

Reports To: Patrol Lieutenant / Program Coordinator

Revised 4/01