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# VOLUNTEER OPPORTUNITIES

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The City of Lancaster has the following non-paid positions available:

**General Clerical Volunteer:** Under general supervision, assists in performing a variety of typing, copying, clerical, and general office duties in support of a department or division. Duties include compiling data as directed; performing data entry and filing; duplicating and distributing materials as necessary; distributing mail; and performing related duties as assigned.

Prospective volunteers must possess knowledge of English usage, spelling, grammar, and punctuation; familiarity with a variety of office equipment; and principles and practices of customer service orientation skills.

**Receptionist Volunteer:** Under general supervision, assists in serving as a receptionist. Duties include answering incoming calls and routing callers; receiving the public and answering questions; performing data entry, filing, sorting and distributing mail; and performing related duties as assigned.

Prospective volunteers must possess knowledge of English usage, spelling, grammar, and punctuation; effective communication and reception techniques as well as strong interpersonal skills.

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Volunteers may work up to approximately 20 hours per week. In most cases, volunteer hours can be arranged around other commitments. Pertinent training will be provided by the respective Department/Division in order to perform specified tasks.

Interested volunteers may obtain interest and information sheets at the reception desk in City Hall and on the City's website: [www.cityoflancasterca.org](http://www.cityoflancasterca.org). Interest and information sheets will then be reviewed and referred to appropriate Department for personal interviews and possible placement.

If you possess any particular skills that were not discussed but would like to make us aware of them, you are still encouraged to complete and submit an interest and information sheet.