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# VOLUNTEER OPPORTUNITIES

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

**Communications Volunteer:** Under general supervision, assists in providing support to the Communications Division. Assists with the planning of media events and the monitoring of social media sites; assists with the writing of news releases; as well as in the management of the City's news articles, photo and video archives.

The prospective volunteer must have strong written and oral communication skills; knowledge of modern office methods; and possess the ability to establish and maintain effective working relationships with the general public and City staff.

**Video Production Volunteer:** Under general direction, assists as camera operator and video editor. Projects include press conferences, community events, promotional materials, and City Council presentations in which training may be provided on the City's television broadcast system.

Must have basic video composition skills and Final Cut Suite experience (Soundtrack, Motion, Compressor, DVD Pro, Live Type, etc.). Experience with Photoshop and After Effects is highly desirable. Additionally, he/she must be able to work in a fast-paced professional environment.

**Web/Graphic Designer Volunteer:** Under general direction, assists in the development and maintenance of websites/webpages in order to market City programs. Creates graphics and diagrams for plans and City documentation; creates flyers and brochures; and provides guidance to staff members on the updating and maintaining of website/webpages.

He/she must possess Web design experience (i.e., Dreamweaver, HTML, etc.) as well as strong communication skills. Additionally he/she must have the ability to multi-task and work in a fast-paced professional environment.

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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.