
VOLUNTEER OPPORTUNITIES

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.

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.

Information Technology Volunteer: Under general supervision, assists in performing work assignments supporting the Information Technology Division; provides technical support related to computers and telecommunications equipment; and monitors and responds to user help desk requests.

He/she must possess knowledge of operational characteristics, services and activities of Information Technology; and knowledge of maintenance of information systems hardware, software, and related systems.

Projects Volunteer: Under general supervision of the Economic Development Division, assists in providing support to Destination Lancaster, a premier tourism marketing organization. Duties include assisting with the updating of special events and programs into the website; assisting with the creation and promotion of Destination Lancaster and community events on various social media platforms; and performing related duties as assigned.

Prospective volunteers must have a positive attitude; strong writing skills; and experience working with various forms of social media (Facebook, Twitter, Instagram, Yelp, Pinterest, etc.) as well as experience working with MS Word, Excel, and PowerPoint. Experience in photography, video production or graphic design is highly desirable. For more information, visit www.destinationlanasterca.org

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.

Traffic Count Volunteer: Under general supervision, assists in providing support to the Public Works Department for tasks related to deployment of the City's Safe Routes to School Master Plan. Duties include assisting with performing pedestrian and bicycle traffic counts in the vicinity of neighborhood schools. He/she will be stationed at nearby street intersections and will document the direction and quantity of pedestrians and bicycles using the sidewalks and streets. The traffic counts will be conducted for approximately one (1) hour in the morning (~ 7:15am to 8:15am) and/or one (1) hour in the afternoon (~2:15pm to 3:15pm). A 45 minute training session will be provided by the City prior to conducting the counts.

Prospective volunteers must be interested in participating in the City's efforts to increase safety and access to sidewalks and streets for pedestrians and bicyclists of all ages. He/she may work up to two (2) to six (6) hours per week. Knowledge of English usage, spelling, and grammar is preferred; and must 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.

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. 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.