City of Tukwila

Volunteer Program

12424 - 42nd Avenue S., Tukwila, WA 98168 *206-768-2822*

VOLUNTEER POSITION OPENING

POSITION	Volunteer Office Aide
CITY DEPARTMENTS	Volunteer will work with both the City Attorney's Office & DV Advocates Office 6300 Southcenter Blvd, Tukwila WA 98188
POSITION STATUS	Open Year Round
MINIMUM AGE	Must be at least 18 years old.
TASKS & DUTIES	Data entry (Microsoft Excel), photocopying, shredding, filing and other basic office tasks as needed.
TRAINING PROVIDED	Basic orientation to computer programs, filing and phone system.
SUPERVISION RECEIVED	Volunteer will work under the direction of City staff.
PHYSICAL REQUIREMENTS	Standing, sitting, talking, seeing, hearing, reading, comprehending and ability to follow directions.
ASSIGNMENT STATUS	Long Term
DAYS/HOURS	2-4 hours per week. Hours are flexible. Monday through Thursday, between the hours of 1:00-4:00pm, as arranged between the volunteer and the City staff supervisor.
APPLICATION PROCESS	Complete a City of Tukwila Volunteer Application. Applications are available at the Tukwila Community Center (12424 42nd Avenue South, Tukwila) or on the City of Tukwila website at www.tukwilawa.gov. To request an application please call the Volunteer Program Office at TCC (206-768-2822).
SELECTION GUIDELINES	All City of Tukwila Volunteers are subject to (at minimum) a Washington State Patrol Background Check. Upon successful background screening, applicants will interview with the Department Supervisor responsible for posting the volunteer position. The Department Supervisor will make a recommendation to accept or decline the applicant for the open volunteer position.