

20th CIVIL ENGINEERING SQUADRON VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Environmental – Recycling Technician
ORGANIZATION: 20 CES
CONTACT PERSON: Mark Hall
PHONE: 895-9998/983-9569
ADDRESS: 428 Chapin St, Shaw AFB, SC 29152
HOURS NEEDED: 0730 - 1630
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Assist in the development and implementation of a program to increase recycling among the base housing occupants
2. Actively promotes the recycling of resources
3. Assist the P2 Manager in data information collection and tracking
4. Assist with data input

SPECIAL REQUIREMENTS:

1. Working knowledge of computers (Word, Excel and PowerPoint)
2. Typing skills
3. Ability to communicate effectively with military and civilian personnel
4. General office skills

TRAINING:

1. Will train volunteer on basic office operations
2. One-on-one instruction as needed

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date