



VOLUNTEER JOB DESCRIPTION

DATE: January 4, 2010

JOB TITLE: Information Desk Receptionist

DEPARTMENT: Public Works-Kitsap One

JOB SITE: County Administration Building

JOB SUMMARY:

Provide reception for the County Administration Building Information Center.

JOB DUTIES:

This position involves greeting the public and providing routine information to employees and the public. Meets regularly with Supervisor.

SKILLS AND QUALIFICATIONS:

Should possess good communication skills, both oral and written. Should have basic computer skills with good attention to detail. Needs to be motivated to follow procedures and seek supervision for questions or unusual circumstances. High School diploma or equivalent is highly desirable.

TRAINING AVAILABLE:

On the job training and position orientation provided by the Kitsap One mailroom Supervisor.

BENEFITS:

This position offers a great opportunity to work with the public and interact with county staff.

RESPONSIBLE TO:

Mailroom Supervisor

TIME COMMITMENT:

Start date: anytime

Length of service: minimum of six months

Work schedule: Flexible-during 8 AM – 5 PM, Monday-Thursday.

For more information on this or other volunteer positions in Kitsap County

Contact: Jan Koske, Volunteer Coordinator, 337-4650 or E-mail jkoske@kitsap.wa.us

DAS Jan Forms POSITIONS #21 reception assistant 1/4/10