



CURRENT Adult Volunteer needs for 2017-2018 School Year.

Frisco Fire Safety Town is looking for **ADULT** volunteers to assist with our School Year Programs. We currently need **Class Assistants** (helping with activities and jeeps/bikes) and **Greeter Volunteers** for front desk duties during the upcoming 2017- 2018 school year. Please email Jennifer Tramel directly if you are interested at JTramel@friscofire.com. She will follow up with you for a phone interview. Position would be ideal for a college student, stay at home mom or retired professional looking for meaningful work to fill his or her time.

Availability

- At least one 3-4.5 hours shift per week
- Greeters – 9:00 a.m. to 12:30 p.m. or 12:30 p.m. to 4:00 p.m.
- Class Assistants – 9:00 a.m. – 1:30 p.m. (break for lunch 11:00 -12:00)
- VOLUNTEER ORIENTATION set for September 6, 2017, 9:00 AM-11:00AM; After this date, orientation handled as needed.

Essential duties:

- **FRONT DESK:** Check in parent chaperones and other visitors attending school study trips. Assist callers with questions, scheduling tours. Work closely with other volunteers and Frisco Fire Department Community Education Staff. Data entry as well as other computer based projects may be performed. Good phone and customer service skills needed.
- **CLASS ASSISTANTS:** Assist educator with class related activities including bike/jeep ride time in our town. Must be able to lift at least 20 lbs to move jeeps/bikes around.

Environmental Factors and Conditions/Physical Requirements:

- **FRONT DESK:** Work is performed in an office environment. May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to occasional bending, reaching, kneeling and lifting such as retrieving or replacing files, student bags or store inventory items.
- **CLASS ASSISTANTS:** Work is performed either outdoors or indoors. May require lifting of over 20 lbs. Requires frequent bending and pulling and pushing.

Equipment and Tools Utilized:

- **FRONT DESK:** Equipment utilized includes personal computer, copier/scanner, and other standard office equipment. Proficient knowledge of all Microsoft Office products very helpful (Outlook, Word, Excel, PowerPoint, Publisher, etc)
- **CLASS ASSISTANT:** Computer, small hand tools to adjust bike seats, etc.