

**CITY OF EMPORIA
POLICE DEPARTMENT
COMMUNITY VOLUNTEER PROGRAM
JOB DESCRIPTION**

- POSITION:** Emporia PD Volunteer/"Administrative Assistants for Animal Management"
(Looking for 4 - 5 volunteers)
- WORK AREA:** Animal Shelter Office
- RESPONSIBLE TO:** Shelter Manager and Administrative Lieutenant
- RESPONSIBILITIES AND OBJECTIVES:**
- Answers, returns and directs phone calls.
 - Handles general public inquires and requests with positive respectful attitude
 - Assist with special projects to include: copying, sorting or shredding.
 - Fills out and files forms.
 - Data entry into Record Management System or other web based systems.
 - Assist with caring for animals temporarily sheltered at the office.
 - Could assist with animal educational throughout the community.
- TIME REQUIRED**
- Volunteer commitment of approximately 8 plus hours per week scheduled in 4 to 6 hour shifts
 - Monday - Saturday 8 AM – 5 PM
- LENGTH OF COMMITMENT:** Minimum of one year is desired
- AGE REQUIREMENTS** Must be at least 18 years of age
- QUALIFICATIONS**
- Must be willing to submit to and successfully complete a background investigation, oral interview(s), and polygraph.
 - Must have a valid Kansas driver's license
 - Must be able to courteously and professionally work with citizens and others who need assistance.
 - Must have basic computer skills and feel comfortable entering data.
 - Must be able to learn how to use a multi faucet phone system.
- WORK/PHYSICAL ENVIRONMENT:**
- Work is inside.
 - Appropriate business attire required.
- CLASSROOM or INITIAL TRAINING PROVIDED**
- All volunteers will receive appropriate training for the individual assignment to ensure personal safety and a working knowledge of the department and the duties to be performed.
- EVALUATIONS**
- In order to assess the value of the volunteer assignments, evaluations may occur on a regular basis, with input from the individual volunteer performing the duties.

TERMINATION OF VOLUNTEER SERVICES

- The Volunteer may at any time choose to exit the program.
- It is the desire of the EPD that if and when a Volunteer chooses to permanently leave the Volunteer program that an exit interview take place in order to ascertain whether any improvements to the Volunteer program should be initiated.
- The EPD maintains the right to terminate the services of the Volunteer at any time for just cause.
- At the time of the termination of services, the Volunteer must relinquish any photo or other APD ID's, and/or any clothing which identifies the Volunteer as being affiliated with the City of Arvada.

CONTACT

- Email Lieutenant Jim Tilton at jilton@emporia-kansas.gov or call 620.341.4348.