



City of Pacific Grove – Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

VOLUNTEER JOB DESCRIPTION: Technical Services Volunteer

Department/Location	Community Development Department (Building/Planning/Housing)
Purpose	Assist technical services department in processing documents
Duties	1. Filing documents 2. Copying and collating documents 3. Scanning documents
Qualifications/Skills	1. Organized with attention to details 2. Aptitude for neatness 3. Ability to understand and follow directions 4. Willingness and ability to work independently 5. Able to stoop, bend, reach overhead 6. May need to move, lift, boxes and/or materials (25 lbs.)
Length of Assignment	Minimum 3 month commitment
Time Commitment	As needed basis
Supervisor	Administrative Technician

To apply for this volunteer position, please contact:
Volunteer Program Coordinator
Phone: 831-648-3109
Email: pgvolunteers@ci.pg.ca.us
Or by visiting our website at www.ci.pg.ca.us/volunteer.htm

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