



City Of Apache Junction Volunteer Opportunity

- Title:** Administration
- Department/Division:** Public Safety/Support Services
- Contact:** Arnold Freeman 480-475-5461 afreeman@ajcity.net
- Worksite Address:** 1001 N. Idaho Rd.
- Time Commitment:** 4 – 16 hours per week, or as assigned
- Age:** 18 years or older
- Days of Work Week:** Varies by program area
- Hours:** 8:00AM – 5:00PM, varies by program area
- Description:** Administrative volunteers assist the Support Services Division and community resource unit with various tasks. Duties may include, but are not limited to, filing and data entry, records management, destruction of documents, assisting with events, attending meetings and developing promotional materials.
- Skills and Abilities:** Communicate clearly and concisely (both verbally and in writing); conduct themselves in a positive and professional manner and maintain strict confidentiality.
- Requirements:** Applicant must successfully complete a criminal history, truth verification test (polygraph or Voice Stress Analysis) and fingerprinting. Volunteers will be required to attend trainings and meetings.
- Application:** Please complete the City Volunteer Application, the Public Safety Supplement, and the Public Safety Questionnaire which can be found at www.ajcity.net/pdvolunteers. The application can be e-mailed to scarney@ajcity.net, delivered in person to the Police Department at 1001 N. Idaho Rd. or mailed to the City of Apache Junction, Police Department, 300 E. Superstition Blvd., Apache Junction, AZ 85119.

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