

Montgomery County Parks Department
9500 Brunett Avenue Silver Spring, MD 20901
Phone (301) 495-2504

VOLUNTEER JOB DESCRIPTION

JOB TITLE: OFFICE ASSISTANT – Facilities Management
LOCATION: Facilities Management Division
16641 Crabbs Branch Way, Rockville, Maryland
TIME: Minimum 8 hours monthly

JOB DESCRIPTION:

The Office Assistant will be responsible for assisting with work pertaining to the Facilities Management Division Human Resources office. The volunteer will help with data entry, word processing and filing; use computers for research and inputting data; make copies; keep track of documents and help distribute them as directed; offer support and knowledge with the Org Publisher software. Office Assistants are people-orientated and take pride in their role as representatives for Montgomery Parks.

DUTIES AND RESPONSIBILITIES:

1. Assist with filing.
2. Make copies; assist with faxing.
3. Help with data entry, if needed.
4. Help with scanning documents.
5. Assist with Org Plus software.
6. Answer phones.

QUALIFICATIONS:

1. Good command of English language.
2. Strong organizational and communication skills.
3. Willingness to work on site at the Facilities Management – Administrative Building.
4. Ability to follow directions with accuracy and attention to detail.
5. Computer skills necessary, willingness to learn new programs; ability to use Microsoft Word and Excel.
6. Provide accurate information for telephone inquires or direct inquires to the appropriate staff.
7. Maintain confidentiality of divisional/Commission information.

REQUIREMENTS:

- Minimum age: 18 years old
- References required
- Ability to commit to a pre-arranged schedule, and flexible with changes
- Commitment to following Park outlined policies and procedures
- Background Check required

TRAINING:

On the job training provided by the Facilities Management Division staff.

COMMENTS:

Volunteers in this position provide a valuable resource to the Facilities Management Division, as well as to the Commission and public.