



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**VOLUNTEER**  
Classification Specification  
(Temporary)

**JOB SUMMARY**

The Volunteer works under the direct supervision of an experienced employee and performs a variety of routine administrative, operational, and technical duties in support of a City department/division. The Volunteer is a temporary position limited to a specific duration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Volunteer duties may include, but are not limited to, the following:

1. Perform a wide variety of administrative, operational and technical assignments to assist a City department or division and to receive on-the-job exposure to municipal government issues as well as learning to perform various department tasks.
2. Provide courteous and expeditious customer services to the general public and City department's staff.

**MINIMUM QUALIFICATIONS**

Education, Training & Experience

Applicant must be able to interact with the public, City Staff, City Officials, and other volunteers and Staff. Must have the ability to communicate effectively, and take direction. Eligible applicants must be 18 years of age or older.

**Licenses; Certificates; Special Requirements:**

A valid Driver's License may be required.

**QUALIFICATIONS**

In addition to the minimum requirements, the ideal candidate will possess:

1. Skills in operating modern office equipment including computer equipment and software.
2. Perform related duties and responsibilities as required.
3. May assist individuals requesting information or services.
4. Understand and follow oral and written instructions.
5. Understand and follow oral and written instructions.

6. Communicate clearly and concisely, both orally and in writing and establish, maintain, and foster positive and harmonious working relationships with other employees in the course of work.
7. Develop job knowledge and skills that will enhance future employability.