



COUNTY OF SAN BERNARDINO
HUMAN SERVICES
VOLUNTEER INVOLVEMENT PROGRAM



**DAAS Senior Information Assistant
Volunteer**

The Job

Assist staff with preparation and presentation of health fairs and special events

Duties

- Assemble information packets
- Greet the public
- Answer telephones
- Type (optional)
- Computer tasks (optional)
- Provide the public with information
- Use the copy and fax machines
- Take messages

Requirements

- Be service oriented
- Enjoy public gatherings
- Courteous and professional telephone etiquette
- Basic computer skills (optional)
- Use copy and fax machines (optional)

Schedule

Both flexible and fixed schedules are available