

**City of San José
Volunteer San José**

JOB DESCRIPTION

Job Title: Newsletter/Information Pal

Supervisor: Volunteer Supervisor

Length of Commitment Desired: Minimum 6 months-* 10 volunteer hours per month

Dates volunteer is needed: From December 2003 to ongoing

Location of volunteer work (address): 2750 Monterey Rd.

Duties:

- Create, write, publish and distribute Volunteer Newsletter
- Disseminate other information as requested to volunteers via e-mail and/or phone

What is meaningful about this job? The position is the center of the volunteer effort and will be utilized to unite and motivate all the people who give their time so generously. A demanding job that is highly visible and surely appreciated by all!

Desired Qualifications:

Volunteer must:

- Be skilled in using Microsoft Publisher
- Be willing to contact and interview volunteers
- Have the ability to work independently
- Be able to create a professional looking newsletter
- Have sufficient writing skills
- Be willing to adhere to policies and procedures as instructed
- Be dependable

Minimum Age Requirement: 18

Training: (*all training in house at Animal Care Center)

- ACS Orientation
- Individual instruction

Number of Volunteers Needed: TBD

Comments/Other:

Last Update: _____

Who updated: _____