

**City of San José  
Volunteer San José**

**JOB DESCRIPTION**

**Job Title:** Volunteer Spanish/English Translator

**Supervisor:** Paul Pereira

**Length of Commitment Desired:** as long as interested/ available

**Dates volunteer is needed:** on an as needed basis

**Location of volunteer work (address):** 651 Macredes Avenue, San Jose, CA 95116

**Duties:**

- Help translate monthly neighborhood newsletters into Spanish for distribution to the greater community

**What is meaningful about this job?**

**Help increase and maintain communication about Five Wounds / Brookwood Terrace Strong Neighborhoods Initiative activities in the area to communities that may not traditionally be able to understand what services and projects are occurring that impact their quality of life.**

**Desired Qualifications:**

- Fluent in Spanish and English (written)

**Minimum Age Requirement:** 16

**Training:** none needed

**Number of Volunteers Needed:** 1

**Comments/Other:**

**Last Update:** \_\_\_\_\_

**Who updated:** \_\_\_\_\_