

# 20<sup>th</sup> CIVIL ENGINEERING SQUADRON VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** Environmental – Natural & Cultural Resources Technician

**ORGANIZATION:** 20 CES

**CONTACT PERSON:** Terry Madewell

**PHONE:** 895-5193

**ADDRESS:** 345 Cullen ST, Shaw AFB, SC 29152

**HOURS NEEDED:** 0730 – 1630

**DAYS NEEDED:** Monday – Friday

## **VOLUNTEER DUTIES:**

1. Assist with endangered species
2. Assist with Forestry, Fishery and Wildlife, Wetlands, Urban Forestry, Geographic Information Systems (GIS), Global Positioning Systems (GPS), cultural resources and other general outdoor recreation endeavors
3. Regularly utilize computers to produce reports, documents and data for the various programs
4. Assist program manager with data information collection
5. Assist in general office duties

## **SPECIAL REQUIREMENTS:**

1. Ability to work outdoors in a wide variety of weather conditions
2. Working knowledge of computers (Word, Excel and PowerPoint)
3. Typing skills
4. Ability to communicate effectively in writing
5. Effective use of grammar
6. General office skills
7. Knowledge of keeping track of statistical information

## **TRAINING:**

1. Will train volunteer on basic office operations
2. One-on-one instruction as needed

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Signature of Volunteer

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Date

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Signature of Volunteer Supervisor

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Date