

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

**POSITION TITLE:** Environmental – Recycling Technician  
**ORGANIZATION:** 20 CES  
**CONTACT PERSON:** Mark Hall  
**PHONE:** 895-9998/983-9569  
**ADDRESS:** 428 Chapin St, Shaw AFB, SC 29152  
**HOURS NEEDED:** 0730 - 1630  
**DAYS NEEDED:** Monday – Friday

## **VOLUNTEER DUTIES:**

1. Assist in the development and implementation of a program to increase recycling among the base housing occupants
2. Actively promotes the recycling of resources
3. Assist the P2 Manager in data information collection and tracking
4. Assist with data input

## **SPECIAL REQUIREMENTS:**

1. Working knowledge of computers (Word, Excel and PowerPoint)
2. Typing skills
3. Ability to communicate effectively with military and civilian personnel
4. General office skills

## **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