

**Bureau of Land Management-Eastern States
Human Resources Volunteer
Description of Duties**

Title: Human Resources Volunteer
Department: ES-951
Reports to: Arlene Bell

Position summary: Provide support to the Human Resource team with non-confidential assignments.

Primary duties:

- Compile information and documents for New Employee Orientation Handbook
- Shreds documents and other material using the machine in the copy area
- Prepares or drafts routine correspondence, documents and/or other written materials
- Photocopying and filing
- Answers inquiries received via telephone, postal mail, and/or email
- Other tasks as assigned

Qualifications and requirements:

- Fingerprint and background check completed prior to start date
- Type 20 wpm
- Basic computer skills and/or good handwriting helpful
- Flexible to changing situation
- Reliable and responsible
- Able to work independently as well as in a group environment
- Able to accept supervision
- Ability to perform repetitive tasks and detail oriented
- Good organizational skills

Physical abilities required:

- None

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a volunteer. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All volunteers may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Public Affairs Use Only	
Volunteer Agreement Number	
Office	
Program	
Estimated Number of Volunteer Hours	