

Bureau of Land Management-Eastern States
IRM Volunteer
Description of Duties

Title: IRM Volunteer
Department: ES-954
Reports to: John Douglas

Position summary: Provide support to the IRM staff with computer maintenance, tracking, and administrative duties.

Primary duties:

- Prepares or drafts routine correspondence, documents and/or other written materials.
- Reorganize and update DOI Manual
- Reorganize and update BLM Manual
- Assist with creating Instructional Manual
- 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	