



VOLUNTEER OPPORTUNITY

Community Engagement Program Volunteer

Department/Division: Opportunities are in the Phoenix metro area.

Workplace Address: 2102 W. Encanto Blvd. Phoenix AZ

Number of Hours/Week: Flexible; volunteers will be expected to work a minimum of two hours per shift.

Days of Work Week: Monday through Friday (as needed)

Start/End Hours: TBD

Position Description:

1. Greeting and assisting community advisory panel members during the monthly community advisory panel meetings 6-8 pm.
2. Assisting in establishing and documenting the Community Engagement Program that will include:
 - a. Community Advisory Panel meetings.
 - b. Statewide outreach program.

Qualifications: Requires great interpersonal and social networking skills. Experience involving public contact/customer service. Basic clerical knowledge involving the use of personal computers, audio/visual equipment, social media, and event planning is preferred.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Once the application is submitted, the application will be reviewed for selection guidelines, applications passing selection guidelines will be forwarding to the hiring leader for review and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: To apply for the “Civilian Reserve/Volunteer” position, go to the Arizona Department of Public Safety website at <http://www.azdps.gov/> and click on “Careers” and then “Job Openings.” If you have any additional questions, please contact the Department’s Human Resources at 602-223-2290.

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