

Volunteer Position Description

Job Title:	Mail Clerk
#of Vol. wanted	2
Purpose of Assignment:	To assist with Mailroom Operations that include receiving, distributing mail and the placement of Veteran Letters in envelopes.
Using Service:	Logistics
Department & Location:	Logistics, Uptown Mailroom Room 1A173
Site Supervisor and Phone:	Kelvin Owens, Extension 7263
Time Requirements:	The Mailroom is open from 8:00A.M. to 4:30P.M.
Specific Duties: Please continue on separate sheet if additional space is needed.	<ul style="list-style-type: none"> ❖ Receive and deliver mail for the Uptown Division. ❖ Place letters in envelopes ❖ Assist customers that come to the Mailroom
Qualifications & Training Required:	Individual must be willing to lift packages that may be in excess of 10 pounds. The Lead Mailroom Technician will train personnel on the use of routing codes, sorting of mail and delivery locations.
Performance Evaluation:	An annual evaluation will be provided; however, if a volunteer departs earlier, an evaluation may be provided if requested.
Risk Sensitivity:	Low Risk/ Non Sensitive
Volunteer Signature:	