



## Town of Oro Valley Volunteer Program Job Description

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**TITLE:** Water Conservation Outreach Assistant

**DIVISION:** Conservation

**DEPARTMENT:** Water Utility

**REVISION DATE:** 7/2011

**POSITION SUMMARY:** Support the Water Conservation program by attending periodic events and maintaining Conservation literature inventory. Possibility to coordinate classes and teach depending upon experience and interest.

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*Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills and abilities. This list of duties is illustrative only, and is not a comprehensive listing of all functions and duties performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional position-specific duties.*

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### **ESSENTIAL FUNCTIONS:**

- Attend periodic Town sponsored events and other organizational events.
- Set up and participate at Water Conservation table.
- Greet the public and provide education and literature regarding water conservation.
- Maintain educational literature inventory at the Town campus and off-site storage facility.
- Coordinate speakers/instructors for classes.
- Coordinate and provide outreach opportunities to school children depending on experience and interest.

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Town and department policies and procedures.
- Enjoy working with the public.
- Ability to set up/take down conservation table and displays.
- Skill in interpreting and following instructions and procedures.

### **MINIMUM QUALIFICATIONS:**

- No previous work experience is required but is desirable.
- Basic computer skills are not required but are desirable.

### **ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor and outdoor environment.
- Work is performed while sitting or standing for long periods of time.

### **SPECIAL REQUIREMENTS:**

- Background check and fingerprint clearance.