



## VOLUNTEER OPPORTUNITY

**Position Title:** Office Assistant  
**Department:** Administration  
**Closing Date:** Until position filled  
**Work Schedule:** 4 hours per week (Monday - Friday) Flexible, 9:00 a.m. - 4:00 p.m.

**Position Description:** Performs a variety of clerical activities, which include answering phones, front desk customer service, filing, running errands, sorting and delivering inter office mail and general office duties.

**Qualifications:** Good telephone and customer service skills and experience with computers required. Must be at least 18 years of age and have a valid Arizona driver's license with a clean driving record.

**Special Requirement:** Because of the confidential nature of information handled, successful completion of a background investigation is required.

**Application and Selection Process:** Please visit our website at [www.centriallyavapaifire.org](http://www.centriallyavapaifire.org) to download and complete the Volunteer Application or you may pick up an application at our administrative headquarters at 8555 E. Yavapai Road, Prescott Valley, AZ 86314, between 8:00 a.m. and 4:30 p.m.

Completed applications may be delivered or mailed to the above address to the attention of Judy Wright or you may fax your application to (928) 772-8800.