

Georgetown Police Department Volunteer Job Listings

Updated 9/19/06

Appropriate job-related training will be provided to all volunteers.

All positions request a minimum six-month commitment.

Volunteer Position

Job Code

Front Desk Reception

SSR01

Duties: Front Desk Reception is the central point of contact for customers. Volunteer will log in all visitors, assist front lobby walk-ins, handle phone calls on a multi-line phone, and assist in processing mail, enter calls for service to file a report, and runs copies of report requests. Other duties as time permits.

Requirements: Courteous and professional people skills, handle multi-line phone, basic typing and computer skills, basic knowledge of office equipment.

Hours: Flexible (minimum. four hours per week)

Monday through Friday from 8:00 a.m. - 5:00 p.m.

Records Retention

SSR02

Duties: Assist with police records retention schedule. Scanning, data entry, and filing of police reports such as arrest reports, subpoenas, accident reports, citations, warnings, and expunctions.

Requirements: Basic typing and computer skills, basic knowledge of office equipment (copier, scanner, etc.).

Hours: Flexible (minimum. four hours per week)

Monday through Friday from 8:00 a.m. - 5:00 p.m.

Patrol Assistance Support

PAT003

Duties: Traffic control assistance with major accidents, special events, putting out barricades, traffic trailer, tubes, and decoys.

Requirements: Must be on call list when assistance is needed. Some events will be pre-scheduled.

Hours: Somewhat flexible and vary depending on need.

Weekdays and/or Weekends – Multiple volunteers.

Child Safety Specialist

SOP01

Duties: Work Safety Fairs at area schools. Organize and conduct Stranger Danger presentations at schools and local organizations.

Requirements: Special training in Stranger Danger materials. Good public speaker and public relations skills. Good at organizing large programs or projects.

Hours: Somewhat flexible and vary depending on need.

Weekdays and/or Weekends.

Crossing Guard Training Assistant

SOP02

Duties: Assist Officer with the coordination and training of school crossing guards and act as interpreter for Spanish students.

Requirements: Volunteers MUST be bilingual. Many guards speak very little, if any, English. Must be good at organizing projects and have good communication and people skills.

Hours: Somewhat flexible. Typically a quarterly requirement.

Neighborhood Watch Specialist

SOP03

Duties: Interact with neighborhood groups or associations to start a program in their area. Present program and train as required. Occasional follow-up required to maintain the program. Special instructor training will be provided.

Requirements: Good public speaking skills. Good at organizing large programs and projects.

Hours: Somewhat flexible and vary depending on need.
Weekdays and/or Weekends

Safety Seat Specialist

SOP04

Duties: This position requires special certification. Work with police officers and other technicians to inspect the setup and quality of child safety seats in motor vehicles. Complete safety reports. Occasional presentations may be required.

Requirements: MUST take special safety seat certification training course. Good public relations skills. Good speaker skills.

Hours: After certification, conduct inspections one or twice monthly in Georgetown.

Blue Santa Program – Barrel Distribution

SOP101

Duties: Assist with defining toy collection barrel locations. Delivery of barrels to those locations. Twice a week check on barrels and empty contents for delivery to “Blue Santa Workshop” location.

Requirements: Volunteers must have access to a vehicle that can carry large containers (light weight barrels) and be able to designate scheduled time each week of the program to these assigned duties. No age requirement except volunteer must have a valid drivers license.

Hours: Starting last week in September through mid December.

Flexible weekdays and weekends. Multiple volunteers needed.

Blue Santa Program – Toy Sorting

SOP102

Duties: Assist police officers, CPAAA members and other PD volunteers at the Blue Santa Workshop. Sort donated into age appropriate categories. Assist in fulfilling needs of families requesting toys through this program by matching toys to the request sheet needs.

Requirements: Just your time and energy.

Hours: Starting mid October through distribution day in mid December. You will be notified of work days and nights. Flexible – whenever you can help during this time. Multiple volunteers needed.

Any volunteers signing up to assist with Blue Santa may also help on distribution day. Boxes of toys will be picked up by families at a designated location on a specific date. Santa will visit with the children. Join us for this most rewarding experience.

National Night Out Coordinator

SOP103

Duties: Assist in the promotion of the annual National Night Out program. Enter names and contact information for all neighborhood party organizers and designate if police, fire, or EMS presence is requested to visit these parties for support. Assist CRO is preparation of material and literature bags for neighborhood hosts.

Requirements: Good organizational and program management skills. Able to work with minimum supervision. Computer skills required. Good public relations skills.

Hours: Starting in May or June of each year through NNO date in early August. Flexible hours.

Interested in joining one of the many sanctioned volunteer organizations of the Georgetown Police Department?

**Join Park Rangers
Join C.O.P.S (Sun City Only)
Register for the next Citizen's Police Academy classes.**

Contact officer Jim Seals at (512) 930-2597

**Ask how you can apply to work with
Victim Services, Animal Services, or Police Chaplains.**

Contact Lt. Evelyn McLean at (512) 930-8408