



VOLUNTEER OPPORTUNITY

Position Open: Monday, February 7, 2005, until sufficient applications received.

Position Title: BILINGUAL ASSISTANCE TEAM (BAT) VOLUNTEER

Department/Division: Fire Department

Worksite Address: 13 W. 1st Street

Hours/Week: Minimum of 6 hours per month

Days of Work Week: Usually Monday - Friday with some weekend events

Start/End Hours: 8:00 a.m. - 5:00 p.m.

Position Description: Duties of the assignment to public education programs will include: making life-safety presentations to the general public; scheduling, organizing, and assembling materials; assembling and distributing Fire and Life Safety Education (FALSE) program materials to Fire Department crews and to the general public; assisting the FALSE Specialists with, and participating in, public education activities and events with an anticipated Spanish speaking population including health and safety fairs, child passenger safety programs, smoke detector installations, Día de Los Niños y Libros, Pachanga en la Piscina, Fire Prevention Week, Mesa Community College Water Safety Day, and others; written or oral translations; and general office assistance.

Duties of the assignment to Fire Prevention will include: assisting inspectors with translation during building inspections; assisting crews with the Partners in Prevention Program; written or oral translations; and general office assistance.

Qualifications: Requires any combination of training, education, and experience equivalent to graduation from high school or GED, must be 18 years or older, submit a copy of a valid Arizona Driver's License and valid motor vehicle insurance, consent to a background check (fingerprinting and DMV record), volunteer a minimum of six hours a month, and have an intermediate competency in Spanish and advanced competency in English.

Application and Selection Process: Please complete the Volunteer Application available at Human Resources. Applications will be reviewed and may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

APPLY: CITY OF MESA HUMAN RESOURCES
20 E. MAIN STREET, SUITE 130
MESA, ARIZONA 85201
7:00 a.m. - 6:00 p.m. Monday - Thursday

MAIL APPLICATIONS TO:
HUMAN RESOURCES
P. O. BOX 1466
MESA, AZ 85211-1466

Website: <http://www.mesaaz.gov/jobs>
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values,
and welcomes diversity in our workforce.
To this end, we encourage all interested people to apply.**