



City of Rio Vista

Department Volunteer Request Form

Date of Request	December 28, 2011
Department	Fire
Contact Name / Phone Number	Tom Myers 707-374-2233 Office, 707-439-6880 Cell
Address	350 Main Street, Rio Vista
E-mail Address / Fax Number	tmyers@ci-rio-vista.ca.us 707-374-6324
Number of volunteers needed	3 to 5 Depending on hour commitment for each Vol.
Date needed to start	Jan. 15 2012
Date job ending	None
Time commitment required	4 to 6 hours daily
Location of project	Fire Station 55
Description of work needed	Answer phones, greet the public, filing, addressing envelopes and mailing, creating files,
Skills required for job	Clerical, basic computer skills, customer service orientated.
Transportation	Own
Additional Information	Contact Chief Myers for any questions or additional information

Approved

Denied

Return form to:
City Manager's Office
Fax 707/374-6763 or mrittburg@ci.rio-vista.ca.us