



City of Rio Vista

Department Volunteer Request Form

Date of Request	December 7, 2011
Department	Administration
Contact Name / Phone Number	Marni Rittburg, 374-6451
Address	One Main Street
E-mail Address / Fax Number	mriddburg@ci.rio-vista.ca.us 374-6763
Number of volunteers needed	1
Date needed to start	Immediately
Date job ending	Ongoing
Time commitment required	30 – 40 hours per week
Location of project	One Main Street, Rio Vista (City Hall)
Description of work needed	Route calls to the correct department and the correct person and relieves other departments from being the initial answering point.
Skills required for job	Customer service skills, experience with multiple line telephone systems and ability to quickly research City information to determine the best routing of calls.
Transportation	Volunteer needs own vehicle
Additional Information	Pleasant Phone Voice

- Approved
 Denied

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