

# MAKING A GREAT PLACE



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**Metro Regional  
Center**  
600 NE Grand Ave.,  
Portland. TriMet bus  
and MAX light rail  
Northeast Seventh  
Avenue stop. Covered  
bicycle parking  
is available near the  
main entrance.

# Volunteer opportunity

## Data Management Team

### Division/Program

Volunteer Services, Sustainability Center, Metro Regional Center

### Purpose

Metro Parks, Cemeteries, and Natural Areas are currently looking at the electronic systems they use to interact with volunteers and manage data related to the volunteer program. This opportunity will be to provide a volunteer's perspective in the creation of Metro's new data management system, including how volunteers apply for opportunities, schedule themselves for service, and record their hours as well as internal uses for data related to or collected by volunteers.

### Responsibilities

- Share expertise and your perspectives at Volunteer Data Management Redesign Team Meetings.

### Qualifications

- Self-directed and responsible with great follow-through on commitments
- High School Diploma or equivalent
- Experience, education, or interest in data management
- Comfortable working on a team with Metro Staff
- Available to commit to at least 75% of team meetings (up to eight 90 minute meetings)

### Time Commitment

Eight meetings between February and July. Meetings will be conducted during the work day (8:30 a.m. and 5:00 p.m.) at Metro Regional Center.

### Training Provided

Overview of the database systems will be provided. Additional training may be offered/conducted depending on prospective volunteer's expertise.

### Receive Guidance and Direction From:

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