

FSPR Volunteer Service/Activity Description

Graphic Design, interpretive products:

Description: Design, layout and print draft-quality brochures, flyers, newsletters, signs and other interpretive and visually engaging products. Prepare high-volume jobs for publication, replication and distribution. Research and solicit feedback on content and visual appeal.

1. *Location:* Friends of the San Pedro River office co-located with the BLM San Pedro Project Office in Hereford, AZ. May perform some tasks on home computer.
2. *Time/schedule commitments:* Half-time (no more than 20 hours/week) staff position. Work schedule is flexible.
3. *Use of government vehicle:* Will be operated by government employee. May ride as passenger in government vehicle on rare occasions.
4. *Use of personal vehicle:* For volunteer's personal transportation to work site.
5. *Tools and equipment:* Computer, printer/plotter, design/layout/publishing software and other miscellaneous office equipment and printing supplies.
6. *Personal tools and equipment:* Appropriate casual personal attire and footwear.
7. *Skills and abilities needed:* Modest computer publishing, layout and graphic design skills. Picking up and carrying office equipment, occasionally heavy or cumbersome loads with assistance (e.g. boxes).
8. *Training and certifications:* Recognizing potential hazards encountered in and around buildings. Lifting and carrying equipment, supplies, and other heavy loads.
9. *Level of physical activity:* Modest physical demands in general requiring simply good overall health. Occasional moderately strenuous activities like picking up and carrying loads.
10. *Hazards or risks:* Tripping over indoor thresholds/obstacles. Encounters with stinging and biting insects, allergens (dust, pollen) in and around buildings.
11. *COVID-19 preventative measures:* Volunteers are recommended to check on the latest CDC guidance at the following website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>