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.