

FSPR Volunteer Service/Activity Description

FY2024 (10/1/23 – 09/30/24)

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.