



## Volunteer Position: Volunteer Support for Utility Rate Meetings

**Reports to:** Housing Division Staff

**Position Description:** Volunteers will assist staff during utility rate meetings for the public.

**Duties and Responsibilities:**

1. The volunteer will be stationed at a table in the Fireside Lounge
2. Volunteers will help residents sign in for the consultations and answer any general questions about the programs offered
3. Volunteers will send residents into the Burns room when it is their turn to apply with one of our Housing Division team members
4. Complete necessary paperwork and training
5. Must be able to update information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary
6. Represent City and County of Broomfield in a professional manner in keeping with Broomfield policies

**Qualifications:**

No experience is necessary  
Must be at least 18 years old  
Ability to work with minimal guidance  
Must have a patient and understanding demeanor

**Training Provided:** Training will be provided and staff are on hand to assist if needed.

**Benefits for the Volunteer:** A chance to be part of the bigger picture and support residents needing assistance.

**For More Information:** Email [volunteer@broomfield.org](mailto:volunteer@broomfield.org) to learn more.