

VOLUNTEER NEEDED



The City of Bonney Lake is looking for someone interested in learning and helping with records management. This is an important role in many businesses. A Records Manager maintains documents, organizes them, responds to public requests for documents, and follows applicable laws for keeping documents.. We are in the process of organizing and becoming digital. If you are interested in learning and helping out please contact: Sadie Schaneman at 253-447-4325 or schanemans@ci.bonney-lake.wa.us

BENEFITS

Helping the Community, Learn new skills, Feeling of accomplishment, Volunteer experience, Make a difference, Gain confidence, and Meet new people.

REQUIRMENTS

- * At least 16 years old
- * Computer knowledge
- * Organized
- * Attention to detail