

# MAKING A GREAT PLACE



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volunteer opportunities,  
please visit  
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volunteer](http://www.oregonmetro.gov/volunteer)

## **Metro Regional Center**

600 NE Grand Ave.,  
Portland. TriMet bus  
and MAX light rail  
Convention Center  
stop. Covered bicycle  
parking  
is available near the  
main entrance.

# Volunteer opportunity

## Cemetery Office Assistant

### **Division / Program**

Parks and Environmental Services/Historic Cemeteries

### **Purpose**

To help organize and update historical grave records and assist cemetery coordinators with other office tasks as appropriate.

### **Responsibilities**

- Work with historic grave records to assure they are accurately filed.
- Update cemetery records
- Other office processes as needed

### **Required knowledge, skills, and abilities**

- A high level of accuracy and attention to detail
- General office skills (filing, using a computer)
- Adherence to the Metro Code of Ethics

### **Time Commitment**

Time commitment is a minimum of once a month for 2-3 hours, although many volunteers do more. Shifts are available between 8am and 5pm, Monday-Friday.

### **Receive Guidance and Direction From:**

Historic Cemeteries Coordinators and/or Program Assistant

