



Volunteer Position Description

Gateway National Recreational Area



Name of volunteer	
Position title	Mailroom Attendant
Organization name	Individual
Name of department or unit	DOI/NPS/Gateway/
Location of position	JBU
Start date	
End date (if short term assignment)	Indefinite
Hours and days required per week (if applicable)	
Reports to	Keith E. White
Role or project overview and purpose, and how it relates to the organization's mission and other projects	Gateway National Recreation Area consists of 26,000 acres and three units extending across two states and three boroughs of New York City: Staten Island, Brooklyn and Queens. Gateway's Jamaica Bay Unit contains many historic and natural resources associated with the "Golden Age" of aviation, national defense, public recreation and natural resource preservation. Assist as volunteer mailroom attendant.
Key responsibilities	<ol style="list-style-type: none"> 1. Sorts, posts and re-directs mail for internal and external deliveries. 2. Records, logs and files information. 3. Disseminates information. 4. Prepares packages and mail, including bulk mailings, for pickup and deliveries. 7. Occasionally delivers mail internally.
Skills, experience and attributes	Employee performs complex mailroom work distributing mail, bulletins, publications and printed material. Work involves interpretation and application of complex procedures. Contacts within the NPS are many and varied

Training requirements	<ul style="list-style-type: none"> • Job Specific
Benefits for the volunteer	<ul style="list-style-type: none"> • Giving back to the local community • Keep active and build on resume
Benefits to GNRA	Assist Gateway National Recreation Area as volunteer mailroom attendant.
Other requirements of the role <ul style="list-style-type: none"> ○ Police check ○ Any other special conditions (please describe) 	None
Volunteer Coordinator signature	
Volunteer signature	
Date	Date of PD review