



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Translator

REPORTS TO: Coordinator of Transportation/Operations

HOURS

Hours vary based on need. Assignments can be completed from home.

TASKS

- Translate existing forms, documents, and brochures from English to Spanish

QUALIFICATIONS

- Extensive knowledge and appropriate use of the Spanish language
- E-mail access for document transferal

BENEFITS

- Flexible schedule
- Use existing skills to benefit the Latino community
- Excellent skill-building opportunity for a college application or resume
- Be a welcomed part of our organization