

American Red Cross
El Paso Area Chapter
Health and Safety Services
Volunteer Position

Job Title:	
Health & Safety Services Records Specialist	
Duties/Essential Functions:	
1. Records Maintenance	
Core Competencies	<ol style="list-style-type: none"> 1. Responsible for complete processing of course records, assisting in certificate issuance within 10 days of record receipt. To include, but not limited to, checking records for accuracy, data entry into CHERS/LMS database, issuance and distribution of appropriate certificates. 2. Maintain up-to-date and accurate company and instructor files by copying and filing processed records. 3. Assist HSS Staff in review of contact information for Instructors as well as business to maintain current contact information.
Qualifications	
Time Commitment:	<ul style="list-style-type: none"> • Flexible. Minimum 1 – 2 hours per day you elect to volunteer. • Expected to commit to volunteering on average 5 days per month.
Pre-requisites:	<ul style="list-style-type: none"> • Must be 17 years old by date of assignment. • Willingness to complete Volunteer Orientation and background check.
Experience:	<ul style="list-style-type: none"> • Strong attention to detail and the ability to work with a high degree of accuracy. • Proficient with MS Office software, including Word, Excel and Outlook
Additional Skills:	<ul style="list-style-type: none"> • Ability to prioritize and complete key responsibilities and respond in a timely manner without continual supervision. • Positive and professional attitude and demeanor to include excellent follow through. • Ability to learn and operate new computer systems • Strong typing skills