

ADMINISTRATIVE VOLUNTEER OPPORTUNITIES

Facilities

1. Bayaud Vehicle Safety Inspections

Duties include performing periodic safety inspections of all Bayaud owned vehicles utilizing the attached checklist. This is a visual verification of the safety related features of the vehicle, completing the form and forwarding it to either an email address or leaving the physical document in a mailbox for data entry. This does not require driving the vehicle.

2. Bayaud Vehicle Safety Inspection Data Entry

Duties include:

- Retrieving completed safety inspection forms and entering the data into an established spreadsheet.
- Creating a maintenance request for identified safety deficiencies.

3. Front Desk And Admin Support

Duties include:

- Greeting program participants and other visitors.
- Admin support as needed (filing, data entry, copying, etc.)