

**Regional Food Bank of Oklahoma
Pillar Volunteer Request Form**

Pillar Volunteers are skills-based volunteers who are willing to share their time with the Regional Food Bank of Oklahoma to serve in a specific area of expertise. If you need a qualified volunteer to assist with a project or projects within your department, please complete the information below and return to Vinita Newman.

Pillar Volunteer Position Information:

Name of Position:	Technical Writer
Department Requesting Pillar Volunteer:	Finance
Supervisor Assigned to Pillar Volunteer:	Deb Bunting
Project Start and End Date:	Ongoing
Available Times:	Monday-Friday; 9-5pm
Skills Needed:	Basic technical writing skills needed; familiarity with Camtasia Studio a plus; background in Accounting is needed unless the person is a professional Technical Writer.
Project/ Assignment Description:	Our procedures and training documents are currently on Word and were written before the Ceres 2009 upgrade. We would like the procedures to be updated and converted to an electronic format – Camtasia.
Additional Notes:	

Additional Requirements:

Does this Position Require a Professionally Trained Volunteer:	Yes.
Can the volunteer be a court-ordered community service individual?:	No.
Does the position require travel outside of the Regional Food Bank?:	No.
Does the position have physical requirements?:	No.

Preparer Signature:	
Supervisor Approval/Signature:	Approved electronically 3/15/14 by Deb Bunting

Contact information:

Pillar Volunteer Program Coordinator:	Vinita Newman vnewman@regionalfoodbank.org www.regionalfoodbank.org/fight-hunger/pillar 405-600-3143
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