

County of San Luis Obispo Department of Veterans Services

Veterans Memorial Building, 801 Grand Avenue,
San Luis Obispo, CA 93408

Telephone: (805) 781-5766 • FAX: (805) 781-5766



Dana M. Cummings
Veterans Service Officer

March 18, 2014

Work Site Name: San Luis Obispo County Veterans Service Office

Work Site Supervisor: Dana M. Cummings San Luis Obispo County Veterans Service Officer

POSITION DESCRIPTION VOLUNTEER

Volunteers will perform office assistant duties such as, but not limited to:

- Greeting clients
- Assist Veterans service Office and Veterans Service Representative in developing and planning of outreach to local veterans.
- Assist Veterans service Office and Veterans Service Representative in the development and processing of veterans claims.
- Assist Veterans service Office and Veterans Service Representative in helping veterans connect with benefits and services at the federal, state and local level.
- Assist staff in set-up for various Veterans Service Office events.