

# VOLUNTEER HELP WANTED

Summer 2004

## **Front Desk**

Volunteers needed to staff our new Front Desk of our Chapter Headquarters. Greet visitors, answer phone, sort mail. 4-hour shifts per day, M – F.

## **Administrative Assistant**

Experience in office work helpful but not necessary. Typing and/or computer skills helpful but not necessary, familiar with office procedures. Jobs such as mail check-in, photocopying, faxing, preparation of mailings, etc.

## **Handyman Volunteer**

The handyman volunteer will perform various small-scale projects, such as painting, fixing and replacing light bulbs, hanging pictures and other miscellaneous tasks around the chapter headquarters. Orientation provided. M-F, 4-hour per day/week.

## **Building Facilities Manager**

Volunteer to be responsible for daily building walk-thru, maintains logs and reports, building service projects, coordinate service calls and contracts for chapter headquarters. 2 Hours per day, Monday – Friday.

## **Community Disaster Education**

Volunteers make presentations to members of the community on the topic of disaster preparedness.

**Training provided.**

## **Fold and Gab Volunteers**

Volunteers meet weekly to collate and organize support materials for the chapter. Great opportunity to socialize and provide a very valuable service to the American Red Cross. M-F, 4 hours per day. Days vary depending on volunteer's availability.

## **Red Cross History Volunteer**

Research and develop presentations about the history of the Central Maryland Chapter through the oral histories of former volunteers and staff. Prepare a collection of those stories with a written introduction in time for the celebration of the chapter's 100<sup>th</sup> anniversary in 2005.

## **Volunteer Gardener**

Join us in maintaining the Interior and Exterior Landscape of our new chapter headquarters. Feed and water our interior plants or take interest in our outside landscape. Lawn maintenance not involved.



There are many new and exciting volunteer opportunities at the Central Maryland Chapter of the American Red Cross. If you or anyone you know has interest in helping with any of the above listed volunteer positions, please complete our volunteer application, print it out, hit submit, then bring the signed printout in for your interview.