

DOUGLAS/ELBERT TASK FORCE

***OFFICES: 404 JERRY ST. SUITE A , CASTLE ROCK, CO 80104
303.688.1114***

Douglas/Elbert Task Force Volunteer Opportunities

THRIFT STORE:

- Sorting, pricing and reviewing merchandise and stocking the Thrift Store
- *Cashier: Must have volunteered at the Task Force for 1 month and must be available on a consistent basis at least one day per week for 3.5 hours.
- Telephone (as needed)
- Assistance with store display and appearance
- Donation intake in outer parking lot and sorting goods for quality control

FOOD BANK:

- *Sort and stock shelves (Monday-Friday 8:30 a.m. to 1:30 p.m.)
- *Assist in filling food orders (Monday -Friday 9:00 a.m. to 11:45 a.m. ONLY)
- Pick up other donations in Douglas county area (as needed)

PUBLIC RELATIONS:

- Represent Task Force in the community at Task Force resource tables
- Special events such as the Fashion show and the Holiday Drive
- Contacting potential contributors requesting contributions
- Fundraising
- Contribute to quarterly agency newsletter with articles and compositions
- Marketing and advertising of the Task Force for community awareness
- Web Design, Photographer, Graphic Artist

BOARD OF DIRECTORS: (Send Resume and experience with application)

- 3-Year Term
- Fundraising and Community Relations
- Requires financial contribution annually

OFFICE:

- Computer data entry
- Mailings
- Newsletter
- Client Services (requires criminal background check and signing confidentiality agreement)
- *Reception (Must be available from 8:30 am-12:30 p.m. the same day each week)
- Client check-in
- Answering phones, filing and general office duties

ASSISTING THE COMMUNITY WITH COMPASSION