

## Volunteer Opportunities

**Name of Council** is a nonprofit organization located **Location**. For more than \_\_\_\_ years, the Council has worked to support families and ***to shape a community that protects children from child abuse and neglect.*** We rely on volunteers to assist us in our goal to make sure every child in \_\_\_\_ County is protected. Below are just some of the opportunities waiting for you to assist us in helping the families and children of \_\_\_\_ County!

**Name or Title of Volunteer Opportunity:** Narrative/paragraph describing the opportunity.

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**Council Representative Volunteer~** We are seeking individuals who are interested in representing the Council at public functions, leading activities for children, and distributing resource materials at special events. **(Sample narrative for more generic volunteer position.)**

**Data Entry Support Team Player~** Are you interested in helping various staff with data entry needs? If so, you will receive thorough training in all data entry components and adequate support as needed. Requirements include the ability to enter data in a variety of systems accurately and in a timely fashion. \*\*\*Bilingual data entry support team players are also needed! **(Sample narrative for more generic volunteer position.)**

**Office Assistant~** A receptionist is needed on a daily or weekly basis to answer phones while the front desk secretary takes a one hour lunch break. Tasks include answering phones, data entry, and opening mail. Experience in performing general clerical and administrative work is preferred. **(Sample narrative for more generic volunteer position.)**

Please visit our website for additional information and application: **insert website address here**



