

**CHILDSERVE 'S 2008 SUMMER
VOLUNTEER OPPORTUNITIES**

Kaylene Steele, Volunteer Services Coordinator 331-8139- kaylens@childserve.org

Office Assistants

Activity	Days	Time	Report To	Age Requirement	Duties
Office Assistant	<i>Monday-Friday (Starting June 9)</i>	Anytime between 9:00am-4:00pm	Mary	16+	*Writing information on forms *Assisting to get the project ready to mail
Office Assistant	<i>Monday-Friday (Starting June 9)</i>	Anytime between 9:00am-4:00pm	Kali	16+	*File, sort, collate and alphabetize files *Need to commit to 2-3 hours at a time and this is an on going project *Volunteer has to be independent