



Office Support Volunteering

Your clerical skills and reception assistance can greatly make a difference at the following organizations. Enable paid staff to more efficiently do their jobs, while gaining important experience for your resume and job seeking efforts! Screening, training and commitment requirements vary with organizations. Please consider lending a hand to your local favorite:

- **Volunteer Center of the Redwoods:** volunteers can help with phoning/updating information with RSVP volunteers, VCOR programs, and with developing our social networking/outreach via the internet. Contact VCOR at 442-3711.
- **Area 1 Agency on Aging:** join a pool of on-call substitute volunteer receptionists to help with phones and greeting in the reception area of the A1AA offices. Contact Todd Metcalf at 442-3711 x217.
- **Humboldt Area Foundation:** filing, newsletter, mailing, sending emails. Contact Amy Jester at 442-2993.
- **Food for People (Humboldt County Food Bank):** contact Kristina Price at 445-3166 ext 310.
- **Northcoast Environmental Center:** additional tasks available. Contact Tara or Kayla at 822-6918.
- **Humboldt Wildlife Care Center:** return hotline messages, etc. leave a message on their hotline, 822-8839.
- **Humboldt Bay Housing and Development Corporation:** filing organization and other clerical assistance. Contact Bonnie Hughes at 826-7312.
- **World Shelters:** reception and other clerical support. Ellen Lebel at 822-6600.
- **4-H office:** clerical tasks. Contact Sandy Sathrum at 445-7351
- **McKinleyville Community Collaborative & Family Resource Center:** Receptionist needed, who will also assist with clerical support (9/21/10). Additional help is needed at special events, clothes distribution, or out in their community garden. Barbara Davis or Kari Christian at 840-0905.

