

The following is a list of ways that you can get involved. This list is not exhaustive, so if you have a special skill that you would like to share, please let us know.

Office Opportunities	Duties	Days and Times
Front desk reception	Answer phones, greet guests	Monday – Friday 3:30 pm – 5:30 pm As needed
Cleaning	Wipe tables, counters, and chairs, organize storage areas, pick up trash in front yard	Monday – Friday 9:00 am – 5:00 pm
Maintenance	Light maintenance, such as changing lightbulbs	Monday – Friday As needed

Client Activity Opportunities	Duties	Days and Times
Art	Assist instructor in classes, do prep work	Monday – Friday 10:00 am – 2:00 pm Depending on schedule
BINGO	Assist participants as they play BINGO, assist with giving out prizes	Friday 12:30 pm – 1:30 pm
Games	Spend time with participants as they do puzzles, play card games, play dominoes	Monday – Friday 3:00 pm – 5:00 pm
Music	Join participants during music, sing along with participants	Monday – Friday Depending on schedule
Manicures	Remove polish, file nails, apply lotion to hands, apply new polish (no nail clipping)	Thursday 9:30 am – 10:30 am
Gardening	Help with upkeep of special garden boxes (herbs, strawberries, etc.)	Monday – Friday 9:00 am – 5:00 pm
Special group leader	Lead participants in special group activity, such as devotion, current event discussion, poetry reading, or other area of interest	Monday – Friday As needed
One-on-one	Spend focused time with a participant who needs extra attention	Monday – Friday 9:00 am – 5:00 pm

Fundraising Event Opportunities	Duties	Days and Times
Winter Gala <i>Largest fundraiser of the year, black tie event with live auction, dinner, and dancing to live band</i>	Prior to the event: Gala Committee, event material prep and packing, set up  Event night: Registration, greeting, live auction, check out, clean up	Saturday, February 3, 2018 The Peabody from 6:00 pm to midnight
Art Auction <i>Silent and live auction of client artwork, free admission</i>	Prior to the event: Event material prep and packing, moving supplies to Quonset  Event night: Food table watching, auction monitoring, art activity, multi-sale items, live auction “Vanna”, clean up	Tuesday, June 13, 2017 7:00 pm – 9:00 pm
Golf Tournament <i>Teams of 4 play round of golf and enjoy lunch, golfers receive goody bag and chance at winning door prizes</i>	Prior to the event: Event material prep and packing, moving supplies to Windyke  Event day: Set up, registration, goody bags, drink/snack carts, Hole in One, Putting Contest, lunch, door prizes, clean up	Thursday, October 5, 2017 at Windyke Country Club Two tee times: 7:30 am and 1:00 pm