

Office Support

VOLUNTEER OPPORTUNITIES

General Office Support (3301)

General office assistance on an as needed basis, such as filing, copying, folding, manning the telephone, etc.

Time: Flexible, mostly daytime

Contact: Carol Denlinger 738-2465 carol@ephratafirst.org

Offering Counter (3303)

Report to Ephrata National Bank at 8:30 a.m. on scheduled Tuesdays along with assigned partner. Secure money bag(s) from teller which were deposited previous Sunday. Process contribution envelopes, checks, cash, etc. Prove all batches and post results to work forms for update of computer records.

Time: 2-3 hrs wkly on Tues for 1 month each qtr

Contact: Carol Denlinger 738-2465 carol@ephratafirst.org

Sunday Banking (3304)

Process contribution envelopes, checks, and cash from Sunday offerings in cooperation with another team member. Follow established security measures and transport proceeds to night deposit at Ephrata National Bank.

Time: Approx 20 min on scheduled Sunday, 1x/qtr

Contact: Carol Denlinger 738-2465 carol@ephratafirst.org

Bulk Mailing (3305)

Groups of individuals who work together on An assembly line to prepare *The Messenger* and other mailings. Different Jobs are collating; folding; sealing; labeling; sorting for mailing.

Time: Flexible, mostly daytime

Contact: Carol Denlinger 738-2465 carol@ephratafirst.org

Office Phone Support (3307)

Answer office phones, forwarding calls or taking messages. May include some general office tasks.

Time: Daytime, 2 or more hours weekly

Contact: Carol Denlinger 738-2465 carol@ephratafirst.org

On Call List (3310)

Willing to be called on any occasion that creates an unplanned need for volunteers on short notice, especially for an emergency situation.

Time: When there is a need

Contact: Carol Denlinger 738-2465 carol@ephratafirst.org