

**SOCIETY OF ST. VINCENT DE PAUL
DES MOINES COUNCIL
VOLUNTEER SIGN-UP SHEET**

WHAT: OFFICE VOLUNTEER

WHO: High School Students

WHEN: Afternoons and Saturdays, as needed. Flexible hours.

WHERE: SVdP Thrift Store, 1426 Sixth Ave., Des Moines, IA 50314

LIMITATIONS: Maximum of 3 students at a time.

CONTACT: Contact Information: Mary Beck, Office Manager
secretary@svdpdsm.org, Phone: (515) 282-8328

DUTIES: Students may be assigned to perform any of the following duties:

1. Assist in preparing mass mailings.
2. Filing.
3. Data input.
4. Answering phones.
5. Web design, social networking, and other computer technology-related assistance, depending on skill sets.

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