

**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: Scott Sandberg Office Manager  
[secretary@svdpdsm.org](mailto: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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