

Douglas/Elbert Task Force Volunteer Opportunities
1638 Park St., Castle Rock, CO 80109 303-688-1114

TREASURES ON PARK ST.-Thrift Store

- Sorting, pricing and reviewing merchandise and stocking the thrift store
- *Cashier: Must have volunteered at the Task Force for 1 month and must be available on a consistent basis at least one day per week for 3.5 hours.
- Telephone (as needed)
- Assistance with store display and appearance
- Donation intake in outer parking lot and sorting goods for quality control

FOOD BANK

- *Sort and stock shelves (Monday-Friday 8:30 a.m. to 1:30 p.m.)
- *Assist in filling food orders (Monday-Friday 9:00 a.m. to 11:45 a.m. ONLY)
- Pick up other donations in Douglas County area (as needed)

PUBLIC RELATIONS

- Represent the Task Force in the community at Task Force resource tables
- Special events, such as the fashion show and holiday drive
- Contacting potential contributors requesting donations
- Fundraising
- Contribute to quarterly agency newsletter with articles and compositions
- Marketing and advertising of the Task Force for community awareness
- Web design, photography, graphic artist

BOARD OF DIRECTOR

- Send resume and experience with application
- 3 year term
- Fundraising and community relations
- Requires annual financial contribution

OFFICE

- Computer data entry
- Mailings
- Newsletter
- Client Services (requires criminal background check and signing confidentiality agreement)
- *Reception (must be available from 8:30 a.m. to 12:30 p.m. the same day each week)
 - Client check-in
 - Answering phones, filing and general office duties

Kathy D'Amore, Volunteer Coordinator 303-688-1114 extension 14

<https://www.detaskforce.org/get-involved/>