



# Volunteer Opportunities

(Check the opportunities for which you feel most qualified)

## Fundraising:

- Art Fair opening gate
- Mailing
- Follow-up calls

## Office / Clerical:

- Receptionist / Attendant
- Office Assistant
- Gift Shop Clerk
- Group Tours
- Graphic Design
- Marketing (press releases, listings)
- Mail Birthday Cards
- Replenish Office supplies
- Catalog LCA Library books
- Cataloging Permanent Collection

## Education:

- Docent
- Art Instructor
- Teaching Assistant
- Outreach Program Assistant
- Inventory / Organize materials
- Assemble Art Carts
- Install off-site artwork
- Research curriculum content
- Make copies

## Lawn Care / Grounds:

- Mow grass
- Trimming landscaping
- Sprinkler maintenance
- Sweeping / raking leaves
- Plowing parking lots / walk-ways
- Planting / mulching
- Maintenance
- Hanging Banners
- Changing outdoor lighting / bulbs

## Building / Maintenance:

- Change light bulbs
- Vacuuming
- Trash / recycling
- Water plants
- Roof maintenance
- Mopping / Sweeping

## Skilled Labor:

- Construction
- Carpentry
- Patching / Painting (walls)
- Electrical
- Plumbing
- HVAC

## Openings / Receptions:

- Docents
- Beverage Pourer (21 & older)
- Musician
- Assist Guild with Food
- Reception
- Post event clean-up
- Arranging table / chairs
- Raffle Table Attendant
- Membership Table Attendant
- Gift Shop Clerk

## Exhibitions:

- Artwork Labels
- Hanging artwork
- Unpacking / Packing artwork
- Organizing contacts & lists of work

## Computer Technical:

- Web Design
- PC Technician
- Network Technician
- Graphic Design