



## Center for Creative Arts Expression

P.O. Box 1009

1217 7th Ave

Beaver Falls, PA 15010

Phone: (724) 847-5640

Fax: (724) 847-5642

ccaee@verizon.net

centerforcreativeartsexpression.org

# Volunteer

## **Exhibits...**

Function: To help with exhibits. This may include assistance in producing programs, producing labels, decorating, bringing a dish to the reception, cleaning both before and after the reception, etc.

Number of Volunteers Needed: 2-3

Time Commitment: Flexible

## **Exhibit Installation...**

Function: To assist in hanging art exhibits.

Number of Volunteers Needed: 2

Time Commitment: Flexible

## **Fundraising...**

Function: To help organize and assist with fundraising activities at CCAE.

Number of Volunteers Needed: 1 - 3

Time Commitment: Flexible

## **Pubilcation Distribution...**

Function: Grab some flyers, grab some friends and hit the streets and distribute flyers!

Number of Volunteers Needed: 2-5

Time Commitment: Flexible

## **Front Desk Attendant...**

Function: To mind the front desk during gallery hours. Responsibilities include cheerfully greeting visitors and artists as they enter CCAE and answering any questions the public or artists may have.

Number of Volunteers Needed: 1 - 2 daily

Time Commitment: Flexible

## **Mailings...**

Function: To photocopy and assemble bulk mailings.

Number of Volunteers Needed: 2-3

Time Commitment: Flexible

**Cleaning...**

Function: Vacuuming, mopping, cleaning windows, dusting, etc.

Number of Volunteers Needed: 2-3

Time Commitment: Flexible

**Library...**

Function: Organizing and keeping track of library books.

Number of Volunteers Needed: 1 - 2

Time Commitment: Flexible

**Volunteer Telephone Tree...**

Function: Organizing a volunteer telephone tree. Responsibilities include compiling names and numbers of volunteers, coordinating a system for contact, publishing the list, and periodically updating it for accuracy.

Number of Volunteers Needed: 1

Time Commitment: Flexible

**Teaching...**

Function: This includes creating, designing and implementing creative arts classes for children and/or adults. This can be after school or during evening/weekend hours.

Number of Volunteers Needed: Unlimited

Time Commitment: Flexible

**Other...**

Function: The Art Center is always open to the creative ideas of our members and community. If there is a particular interest you have that is not already listed, please contact CCAE to discuss it.

Number of Volunteers Needed: Endless

Time Commitment: Flexible

*So, are you interested in volunteering?*