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FOR IMMEDIATE RELEASE: MONDAY, , 2006  
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## **BRUNSWICK FAMILY ASSISTANCE NEEDS VOLUNTEERS**

**Brunswick Family Assistance (BFA) needs your help. The following list provides information on the types of volunteer positions that need to be filled. BFA is open Monday through Friday from 9 a.m. – 5 p.m. However, days and hours are negotiable.**

**BFA is located at 4600-8/9 Main Street in Shallotte. If you or someone you know is interested in volunteering, please contact the office at 754-4766.**

### **VOLUNTEER JOB DESCRIPTIONS**

#### **RECEPTIONIST**

- ANSWER PHONES
- MAIL
- GREETING CLIENTS

#### **OFFICE ASSISTANT**

- FILING
- DATA ENTRY
- PHOTO COPYING
- FAXING

#### **PUBLIC RELATIONS**

- DEVELOP MEDIA BOOK FROM COVERAGE
- WRITE AND DISTRIBUTE PRESS RELEASES
- DEVELOP DISPLAY BOARD
- UPDATE WEB SITE CONTENT
- UPDATE NEWSLETTER MAILING LIST



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## **FOOD PANTRY**

- WEIGH INCOMING FOOD DONATIONS
- PACK FOOD BAGS
- STOCK SHELVES
- PLACE REFRIGERATED ITEMS IN FREEZER OR REFRIGERATORS
- KEEP PANTRY CLEAN AND NEAT

## **CHRISTMAS DISTRIBUTION**

- COMPLETE CHRISTMAS APPLICATIONS
- ORGANIZE AND BAG GIFTS AND CLOTHES ACCORDING TO APPLICATIONS
- MAKE FOOD BAGS
- PICK UP CHRISTMAS DONATIONS
- SET UP AND CLEAN UP OF DISTRIBUTION LOCATION
- DISTRIBUTE GIFTS

## **CHRISTMAS IN JULY**

- ASSIST WITH THE ORGANIZING AND BAGGING OF SCHOOL SUPPLIES AND CLOTHING
- ASSIST WITH THE RECEIVING OF DONATED SCHOOL ITEMS

## **USDA COMMODITIES DISTRIBUTION (4 times per year)**

The next distribution date is Wednesday, October 18 at the Democratic headquarters in Bolivia.

- ASSIST WITH THE BAGGING OF GOVERNMENT SURPLUS FOOD ACCORDING TO FAMILY SIZE
- CHECK IDENTIFICATION OF CLIENTS REQUESTING FOOD
- CHECK FOOD STAMP LETTER FOR FAMILY SIZE
- COMPLETE APPLICATIONS

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