

Office Help

OFFICE: SHOPPING

Description of responsibilities: Purchase food for Daycare and office supplies. Deliver to office/daycare. (Costco/Smart & Final)

Working with: Office Manager

Estimated Time Commitment: 1-2 hours every other week

Contact Person: Arlene Muir
Phone Number: 408-371-7741 x249
Email: amuir@sjchristian.org

OFFICE: SHORT TERM PROJECTS

Description of responsibilities:
Sorting, copying, collating, mailings etc.

Skills needed: daytime availability, able to sort, collate, label

Working with: Office Manager

Estimated Time Commitment: 2-3 hours per project

Contact Person: Arlene Muir
Phone Number: 408-371-7741 x249
Email: amuir@sjchristian.org

MAINTANENCE

Description of responsibilities: Help is needed occasionally in areas of electrical work, painting and network wiring. Volunteers would be contacted when a project arises.

Working with: Al Kusters

Estimated Time Commitment: typical projects are about 4-6 hours

Contact Person: Al Kusters

Phone Number: 408-371-7741 x222

Email: akusters@sjchristian.org

CAMPUS GROUNDS BEAUTIFICATION

Description of responsibilities: Help maintain the appearance of the SJCS campus. Volunteers would take ownership of a certain area of responsibility, for example the flower garden across from the office. Responsibilities would include planting, watering, weeding, etc.

Working with: Your family or friends

Estimated Time Commitment: a few hours a month for a couple of months – Jim will help determine a schedule

Contact Person: Jim Werner

Phone Number:

Email: jim.werner@att.net