



2022 Open Door Volunteer Opportunities

Open Door is an Adult Ed outreach program, teaching English Classes and High School Equivalency classes. We have had over 300 students with 10 different classes. We are always looking for volunteers. Here are some areas of need:

- **Conversation Partner:** A *Conversation Partner* meets one on one with a student. The day/time/ and material is determined by volunteer and student.
- **Yard Sale - Aug 19 & 20.** Help set up, run or take down yard sale.
- **Fundraiser Chair (1-2 hour/quarter).** Open Door will start a couple fundraisers. Our first will be *Food & Fellowship*. A local restaurant will offer a percentage of their proceeds to go to our program when people visit their restaurant on a particular day/evening. The fundraiser chair will coordinate this.
- **Mock Interviewer.** Students will be doing a mock interview in March. We need 15 people to help with this project. Each volunteer will do 1-2 mock interviews. More information will be given to those interested.
- **Administrative Help.** Helping with our filing system would be of great help to the Director and teachers alike as well as help with the efficiency of the program.
- **Registration.** As our enrollment increases, we need more help at registration. Open Door has 5 registrations per year. Volunteers help with greeting, escorting, scoring tests, writing receipts, etc. We need 25 people to run our registrations. Our Jan 2022 enrollment was 96 students!
- **Dec. 2 End of Year Award Ceremony.** Help decorate and set up. We usually have 350 people at this event. It is our largest event of the year.
- **Classroom Assistant.**
- **Student Material assembly.** Open Door provides curriculum materials for all our students. We need help in assembling binders. Next Workday is Aug 11th

Yes, I am interested in the above volunteer position(s).

Name (+ email) : _____

Phone: _____

Address: _____

Volunteer Opportunity(ies)/***Please circle which appeals to you.***

mock interview Yard Sale - Aug19/20 Registration Classroom Asst.

Conversation partner Fundraiser Chair Admin help Dec 2 Award Ceremony

Student Material Assembly Work Day (Aug 11)