



## Volunteer Opportunities with Rose Center

| <u>Activity</u> | <u>Times</u> | <u>Benefit</u>                | <u>Requirements</u>  |
|-----------------|--------------|-------------------------------|--|
| Reception       | Daily        | Assist in answering the phone | Good social demeanor, clear speaking voice                 |
| Mailings        | monthly      | Address & fill envelopes      | hand dexterity   |
| Computer        | Weekly       | Network maintenance           | network training & certification                           |
| Database        | On-going     | Data entry                    | accurate typing skills                                     |
| Maintenance     | daily        | clean & repair of facility    | general health, some lifting of 20 lbs                     |
| Host            | monthly      | greet and direct visitors     | good appearance, social and friendly                       |
| Marketing       | monthly      | publicity & distribution      | local knowledge  |
| Design          | regular      | promotion of events           | computer software  |
| Social Media    | On-going     | Rose Center's e-portal        | web-based programming                                      |
| Exhibition      | monthly      | installation & design         | light physical   |
| Special events  | On-going     | wide variety of tasks         | varies from office to light lifting; depends on capability |

### **Rose Center Events in 2011**

| <u>Date</u> | <u>Event</u>             | <u>Need</u>                          |
|-------------|--------------------------|--------------------------------------|
| 28-Jan      | Lunch with the arts      | 5 - 10 volunteers, 2 hours each      |
| 7-Feb       | Children's Theatre       | 5 - 10 volunteers, 1 hour each       |
| 12-Feb      | Wallace Coleman Concert  | 3 - 4 volunteers, 3 hours each       |
| 12-Mar      | Art Auction              | 10 - 15 volunteers, 2 hours each     |
| 16-Apr      | Spring Gala              | 10 - 15 volunteers, 2 hours each     |
| 23-Apr      | Herb Fair                | 5 - 10 volunteers, 2 hours each      |
| 5-Jun       | Literary Book Festival   | 10 - 15 volunteers, 2 hours each     |
| 29-Oct      | Mountain Makins Festival | 50 - 75 volunteers, 2 - 3 hours each |
| 2-Dec       | Holiday Open House       | 20 - 25 volunteers, 2 hours each     |

**Call Patty Gracey at (423) 581.4330 to discuss your interests and opportunities.**

Rose Center & Council for the Arts is a non-profit federally recognized 501(c)3 organization.

PO Box 1976, 442 W. Second N. St., Morristown, TN 37816 – 423.581.4330

[www.RoseCenter.org](http://www.RoseCenter.org)

