



## Behind-the-Scenes Office Support

### What We're Looking For

We are looking for reliable, enthusiastic individuals to help us with essential behind-the-scenes tasks. As an Office Support Volunteer, you contribute to the smooth operation of our organization. Whether you enjoy organizing, working outdoors, or keeping things tidy, we have a place for you!

### What You Will Be Doing

Below are some examples of common tasks, though there are countless ways to support DGCKids. If you have other ideas that align with your unique talents and interests, we'd love to discuss them with you!

- **Administrative Assistance:** Create packets for our Vision Screening program, maintain our lending library, and assist with data entry, filing, scheduling, and front desk support.
- **Classroom Decoration + Prep:** Prepare and decorate classrooms for events, programs, or regular activities. This may include setting up furniture, arranging materials, putting up decorations, and ensuring the space is welcoming and ready for use.
- **Outdoor + Facilities Support:** Help keep our space safe, functional, and welcoming. Assist with light landscaping, organizing storage areas, and small handyman tasks such as hanging bulletin boards or signage, assembling furniture, minor repairs, or touch-up painting.
- **Cleaning + Organization:** Ensure that toys and surfaces used by our littlest ones (birth to age 3) are clean and sanitized. Keep the office tidy, restock supplies, and help set up workspaces for meetings and events.
- **Event Prep\*:** Assist with sorting t-shirts, creating name tags, assembling registration packets, stuffing goodie bags, organizing supplies, prepping materials like signage, handouts, or crafts, transporting supplies, and packing or organizing materials before and after the event.

\*While event-related tasks are scheduled in advance, these volunteer opportunities are very flexible, and we can tailor your role to fit your availability and interests.