

## VOLUNTEERS NEEDED

The Town of Clayton seeks the assistance of community volunteers to greet visitors and provide direction and general information to visitors of The Clayton Center.

Volunteers are needed for two hour intervals to cover the lobby desk from 10 am – 2 pm. Monday – Friday.

The main responsibilities would be assisting the public entering the lobby with information about Town services or directing people to appropriate town departments, offices or meetings in the Clayton Center. Town staff will provide appropriate training and support and individuals will not be required to work a full day or multiple days.

A volunteer training will be held Monday, October 18 from 3-5pm in the Poole Room of The Clayton Center.

Let us know if you might be interested by filling out the information sheet below. Volunteer hours will begin after the October training date. If you have further questions please contact Larry Bailey at 553-5777 or email at [lbailey@townofclaytonnc.org](mailto:lbailey@townofclaytonnc.org).

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER (HOME): \_\_\_\_\_ (MOBILE): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

AVAILABLE HOURS: \_\_\_\_\_

AVAILABLE DAYS: \_\_\_\_\_

Please return form by email to [lbailey@townofclaytonnc.org](mailto:lbailey@townofclaytonnc.org) or in person at The Clayton Center (111 East 2<sup>nd</sup> St) to Brenda Schneider in the Town Manager's office, 2<sup>nd</sup> floor.