

## Service Opportunities At CLRC 服務機會

<b>MANAGEMENT TEAM</b>	Volunteer Name	Date(s) & Hours
I. Facility: supervision of inside/outside facility maintenance; site checklist to open/close; food service		
II. Program: planning of CLRC program (topics, speakers, schedules etc.)		
III. Finance: Bookkeeping, income/expense		
IV. Public relations: promotional materials, flyers, registration, communication		
V. Technology: A/V system, website, computer & library		

<b>OUTDOOR PROJECTS</b>	Volunteer Name	Date(s) & Hours
1. Mowing/weeding/clearing areas around buildings & pathways (seasonal)		
2. Sweep/clear leaves on walkway, decks, patios, barbecue pad (seasonal)		
3. Clear, cut, stack fallen trees/branches on site (as need)		
4. Maintain pathways (stain, sweep, clear...)building to the dock (Periodic)		
5. Improve/maintain hiking trail along the shore from dock to dock		
6. Clean/repair/paint storage shed by dock & by dorm		
7. Landscape designing, planting		
8. Power wash/clean & paint/stain building exterior, walkways, decks, docks....		
9. Clear/clean roof, gutter from leaves & debris		
10. Clear/dispose the weeds on the beach, in the lake water near the piers and the shore		

<b>INDOOR PROJECTS</b>	Volunteer Name	Date(s) & Hours
1. Clean windows		
2. Vacuum (dry &/or steam clean) carpets		
3. Vacuum/mop floors		
4. Install curtain/blinds & /or other fixtures		
5. General cleaning & repair		
6. Interior decoration		

<b>SPECIAL PROJECTS</b>	Volunteer Name	Date(s) & Hours
1. Organize/maintain library equipment & books		
2. Audio/visual/PC/Projector equipment maintenance & set up		
3. Improve/maintain the bilingual CLRC web site		
4. Book keeping/accounting with QuickBooks		
5. English-Chinese translation/Chinese computer input		

## **Service Opportunities At CLRC 服務機會**

While we are trying to hire local helps for most of the outdoor/indoor services, your volunteer services will be greatly appreciated, especially in the management and special projects. Please sign up which of the above items you and/or your team are able to perform and indicate the estimated time period/dates after the item(s).

Note that some of these are but one time projects while others may be monthly, quarterly or seasonal, as needed. You can volunteer once or multiple times; entire project or partial. All volunteers are welcome to use the CLRC facilities including lodging (limited to availability). All materials/equipments will be provided/reimbursed for the work.

If you have any questions and or comments, please contact Albert/Vivian Yeh (919) 847-2064.