



For Immediate Release

June 22, 2010

Contact Information

Jahara N. Davis
Coordinator of Public Relations/Volunteers
(314) 531-0120, ext. 2125
Email: jndavis@anniemalone.com

Volunteer Opportunities at Annie Malone

St. Louis, MO – Volunteers seeking opportunities in staying active in a work environment and who can commit to a regular schedule of at least 20 hours per week are needed to assist with clerical and office support tasks such as filing, making phone calls to existing and potential donors, building maintenance, sorting donations and special events. Office shifts are available from 9 a.m.-1p.m. and 1-5 p.m. at the center's main site in the historic Ville neighborhood, 2612 Annie Malone Drive in St. Louis, Missouri 63113.

Interested volunteers are required to attend a scheduled orientation and must submit a completed volunteer application, valid drivers license or state identification along with a social security card, a passed TB test within the past year and two background screening tests (at no cost to volunteer). Volunteers who are interested in working directly with or around children and are older than 16 will be required to submit additional background checks (with a cost to volunteer). For more information and to obtain a volunteer application and required forms, please visit www.anniemalone.com/volunteer.html or contact Jahara Davis at jndavis@anniemalone.com or 314-531-0120.

Immediate Volunteer Opportunities include:

Upcoming Special Event

Mel Gray Golf Tournament to benefit Annie Malone

Tuesday, July 6, 2010 at 10 a.m.

Norwood Country Club Hills

Volunteer needs and Requirements: 14 volunteers needed, age 18 or older to assist with registration (8) and as judges for closest to the pin (2), hole-in-one (2) and longest drive competitions (2) during the tournament.

Times/Shifts: 9 a.m-12p.m. (registration) and 12:30 p.m.-5:30 p.m. (during tournament)

Physical: Ability to sit, walk and stand for extended periods of times in high temperatures.

-more-

Page 2 Continued - Volunteer Opportunities at Annie Malone:

Accounting Department

Clerical Tasks include:

- Rearrange filing system
- Assist with filing

Assignment Requirements:

Availability: Volunteer must be available at least four hours per assigned schedule
Monday - Friday, between the hours of 9 a.m. and 5 p.m.

Duration of Total Project: Ongoing need with a minimum of 2 assigned days per week

Volunteer Hours: Minimum of 4 hours per day

Physical: Sitting, Standing, Bending, Lifting and Walking

Development Department

Office Support Tasks include:

- Making outgoing phone calls to current donors and potential donors
- Assisting with mailings and campaigns
- Aiding in research projects, filing and data entry
- Organizing In-Kind donations
- Assisting with other support duties as necessary (i.e., special events, public relations, etc.)

Assignment Requirements:

Availability: Volunteer must be available at least four hours per assigned schedule
Monday - Friday, between the hours of 9 a.m. and 5 p.m.

Duration of Total Project: Ongoing need with a minimum of 2 assigned days per week

Volunteer Hours: Minimum of 4 hours per day

Physical: Sitting, Walking, Standing, Bending and Lifting

Annie Malone Children & Family Service Center is an independent, 501 (c) (3) not-for-profit organization that provides long-term and short-term residential care and transitional living for children and youth, from birth through 21. The center also provides therapeutic academic services for grades K thru 12th and parenting education classes for individuals in jeopardy of losing their children. Located at three sites in the St. Louis area, Annie Malone provides care 24-hours a day, 365 days a year. Annie Malone has been a home away from home to thousands of children and has provided support to hundreds of families in crisis. For additional information, call 314-531-0120 or visit www.anniemalone.com. For emergency or crisis placement, call 314-361-2254.

#