



# December 2014 Volunteer Opportunities at the Galena Creek Visitor Center

**Dear friends of the Galena Creek Visitor Center,**

Please consider coming to the Visitor Center and assisting with one or more of the following.

## **Staff the Front Desk**

We are always looking for volunteers to man the front desk in the Visitor Center. The primary duties at the front desk are assisting visitors and answering their questions, keeping track of attendance figures, using the cash register to facilitate purchases, helping set-up and break-down for events, and other administrative tasks. During December, we could use volunteers at the front desk on the weekends. The Visitor Center is open 9:00am to 4:00pm Friday through Sunday.

Would you be able to help on one or more of the following dates & times in December? A half day (9-1 or 12-4) would be great.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>
Friday	5 <sup>th</sup>	9am-1pm	Friday	19 <sup>th</sup>	9am-4pm
Saturday	6 <sup>th</sup>	9am-4pm	Saturday	20 <sup>th</sup>	9am-4pm
Sunday	7 <sup>th</sup>	9am-4pm	Sunday	21 <sup>st</sup>	9am-1pm
Friday	12 <sup>th</sup>	9am-12pm 3pm-4pm	Friday	26 <sup>th</sup>	9am-4pm
Saturday	13 <sup>th</sup>	12pm-4pm	Saturday	27 <sup>th</sup>	9am-4pm
Sunday	14 <sup>th</sup>	9am-1pm	Sunday	28 <sup>th</sup>	9am-1pm

To respond to any of the above opportunities, contact us at:  
**(775) 849-4948** or **visitorcenter@gbinstitute.org**

Thank you for your time and support! The Visitor Center could not remain open without you.

**The Galena Creek Visitor Center Staff**