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**FOR IMMEDIATE RELEASE**

### **VOLUNTEERS NEEDED AT TOWN HALL**

**WAKE FOREST, NC – August 10, 2010** – The Town of Wake Forest is seeking friendly, outgoing volunteers to greet and help direct customers visiting the new town hall.

Beginning this fall, a new guest services desk is scheduled to open in the lobby of town hall from 8 a.m. to 5 p.m. Monday through Friday. The desk will be managed by volunteers who will greet visitors in person and on the telephone, help direct them to their destination, provide tours of the facility, and perform other responsibilities as needed. Knowledge of simple computer tasks is not required but helpful.

Volunteers will be expected to work in three-hour shifts at least twice per month. Volunteers will also be required to attend a mandatory training session. During the orientation, potential volunteers will learn about the guest services desk responsibilities, participate in a brief tour of town hall, and complete and submit a background check form.

Volunteer application forms are available at the first floor information desk of the Wake Forest Town Hall, 301 S. Brooks St., at the front desk at the Northern Wake Senior Center, 235 E. Holding Ave., and online at [www.wakeforestnc.gov/volunteer.aspx](http://www.wakeforestnc.gov/volunteer.aspx).

Completed forms may be mailed or delivered to town hall or faxed to (919) 435-9419, and must be received by Friday, Oct. 1. Applicants will be contacted in early October concerning the date, time, and location of the first orientation.

For more information about the volunteer program, contact Public Information Officer Bill Crabtree at (919) 435-9421 or [bcrabtree@wakeforestnc.gov](mailto:bcrabtree@wakeforestnc.gov).

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