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**FOR IMMEDIATE RELEASE**

### **TOWN ACCEPTING APPLICATIONS FOR GUEST SERVICES VOLUNTEERS**

**WAKE FOREST, NC – March 12, 2012** – The Town of Wake Forest is recruiting friendly, outgoing volunteers to greet and help direct customers visiting town hall.

In November 2010, Wake Forest introduced the guest services desk in the lobby of town hall. Open Monday through Friday, from 8 a.m. until 5 p.m., the counter is managed by volunteers who greet visitors in person and on the telephone, help direct them to their destination, and perform other responsibilities as needed.

Approximately 20 area residents currently participate in the program. In response to the initiative's popularity, particularly among recent retirees and senior adults, the Town is again accepting applications from individuals looking for opportunities to give back to their community.

Volunteers are expected to work two three-hour shifts per month. Volunteers must also attend a mandatory orientation where they will learn about guest services desk responsibilities, participate in a brief tour of town hall, and complete and submit a background check form.

Guest Services Volunteer application forms are available at the first floor customer information desk at Town Hall, 301 S. Brooks St., and online at [www.wakeforestnc.gov/volunteer.aspx](http://www.wakeforestnc.gov/volunteer.aspx).

Completed forms may be mailed or delivered to town hall, faxed to (919) 435-9489, or emailed to [astaples@wakeforestnc.gov](mailto:astaples@wakeforestnc.gov). Applicants wishing to participate in the April orientation must submit their completed applications by 5 p.m. Friday, April 6.

For more information about the Guest Services Volunteer program, contact Finance Director Aileen Staples at (919) 435-9461 or [astaples@wakeforestnc.gov](mailto:astaples@wakeforestnc.gov).

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