



## First Call for HELP 211

# Come Join OUR Team

We Need YOU....  
Call Volume  
Increases EVERYDAY...

- Volunteer and Internship Opportunities
- Talk directly with those in need OR help in other ways
- Short-term and Long-term positions

Serving Bartholomew,  
Brown, Decatur, Jackson  
and Scott Counties



**First Call for Help 211**  
1531 13<sup>th</sup> Street, Suite G900  
Columbus, IN 47201  
**Phone:** 812.376.0011  
**Fax:** 812.375.2217  
**E-mail:** help@fcfh211.org

## Volunteer Opportunities

- ✓ **211 Helpline Telephone Specialist**  
Assist callers with referrals for various needs in the community
- ✓ **Outreach Coordination**  
Assist First Call for Help reach out to residents, agencies and businesses to spread the word about 2-1-1. Make phone calls, distribute materials and visit locations throughout Bartholomew, Brown, Decatur, Jackson and Scott Counties
- ✓ **Outcome Survey Specialist**  
Make follow up calls with clients to ensure proper services
- ✓ **Office Assistant**  
Assist with filing, shredding, making phone calls and other tasks
- ✓ **Data Entry**  
Assist in keeping records filed and updated
- ✓ **Special Events Coordination**  
Assist with invitations, public service announcements, decorations and menus for special events hosted by First Call for Help
- ✓ **Tax Assistance Appointment Scheduler**  
Help schedule appoints for AARP tax assistance
- ✓ **Aramark Concession Sales**  
Come help sell concessions at Victory Field, Verizon Wireless and Conseco Field House
- ✓ **School Supply Assistance Registration**  
Assist in registering children to receive school supplies
- ✓ **Holiday Assistance Registration**  
Assist in registering families and individuals for holiday assistance programs
- ✓ **Advisory Council Members**

Your Help Can Make a Difference!