Teen Volunteer - Clerical Support

The Alameda County Library Foundation (ACLF) has a need for on-going clerical support. Tasks may include filing, preparing mailings for various Fundraising Campaigns and/or light data entry occasionally. Ideally teens would commit to working 2-4 hours per week between Monday and Thursday. Work hours would be approximately 3:30pm – 5:00pm. The Foundation will work with teens to determine best schedules within the above timeframe. The project(s) are underway year round. Students can earn Community Service hours as needed per school requirements.

ACLF is located in the Library Administration building adjacent to the Fremont Main Library; 2450 Stevenson Blvd., Fremont, CA 94538.

ACLF is the fundraising arm of the Alameda County Library. We support 16 branches and the Bookmobile and work closely with our County libraries to help garner financial support for programs, services, books, materials and capital. We also manage several fun and innovative fundraisers throughout the year to engage the community, build awareness and encourage Library support. Visit us online for more info: www.aclf.org

Interested students should fill-out and submit application. Applications can be downloaded from the ACLF website, www.aclf.org.

Please direct questions to:

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