

THE CAREER CENTER IS LOOKING FOR PARENT VOLUNTEERS!!!

An integral part of Centreville High School's Guidance Department, the Career Center is "information central" for 1) colleges and financial aid; 2) summer and volunteer opportunities; 3) testing; and 4) career opportunities.

Our primary goal is to assist each student in using the Center's resources. As a volunteer parent you will help provide this invaluable service.

The Career Center is looking for resourceful, artistic and/or computer savvy volunteers who will commit to two hours weekly of volunteer time. We are also looking for volunteers with expertise in Microsoft Excel and Word.

Come volunteer with us !

Name: _____

Address: _____

Phone Number(s): (H) _____ (W) _____

E-mail: _____

I would be available to work on ___ Monday ___ Tuesday ___ Wednesday
 ___ Thursday ___ Friday ___ Any day

The volunteer commitment is a two-hour shift every week. Please indicate whether your time preference:
___ mornings (8:30 am-10:30 am) ___ lunch (10:30 am-12:30 pm)

How many years of experience have you had with the following Microsoft applications?

ACCESS ___ EXCEL ___ WORD ___

Please list any other business applications, programming languages, and/or operating systems that you are proficient with. _____

We look forward to having you as part of our team! Please return this form to the Career Center, or mail it to:

CVHS
attn:Career Center
6601 Union Mill Rd. Clifton, VA 20124

We will contact you as time slots become available.

If you have any questions, please contact Claire Leftwich, Career Center Specialist
(e-mail: Claire.leftwich@fcps.edu)