

Want to help out your community association, but don't have the time for board membership?

Here are some ways you can help Harford Park Community Association. Attendance at board meetings is **not** required for these volunteer positions:

1. Work with the association president to compose and coordinate distribution of our quarterly newsletter. Experience with Microsoft Word or Publisher is needed for this position.
2. Create and send group emails 5-6 times/year to inform our mailing list of news and events, using Mailchimp, a user-friendly mailing program for organizations and businesses. The content is usually a copy-and-paste of news from our print newsletter and is sent to an existing distribution list.
3. Membership help: enter new members/renewals into a spreadsheet; send dues reminder emails and letters to members. Emails would come from an HPCA Gmail address to ensure your privacy.
4. Be part of a team that handles rentals of our building. This job includes answering phone and email inquiries; showing the space to prospective renters and opening or closing on rental day. If you are only interested in one of these tasks, we'd still like to hear from you.

The following jobs just involve being able and willing to help from time to time:

5. Help deliver the HPCA quarterly newsletter to homes in Harford Park. This is a great way for a child or grandchild to earn community service credits, which we will approve for them.
6. Help with setup and other tasks during events. (some event examples: pool party; Easter egg hunt; Halloween scavenger hunt; bingo fundraisers)