

VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

Candidate should have an earned Masters Degree in Business Administration or equivalent, 10 years of successful administrative responsibility as a Department Head or above and micro-computer operation skills. Post secondary or other public sector experience is preferred in lieu of stated minimum qualifications, a documented alternative combination of related education and/or experience—regarded by the applicant to be the equivalent—may be substituted formally for consideration. Salary is competitive with full benefit package.

For further information and application, call (503) 726-2211 or write:

Lane Community College
Personnel Service
4000 E. 30th Ave.
Eugene, OR 97405

Application packets must be postmarked no later than May 22, 1987.

Affirmative Action/
Equal Opportunity Institution

HELP WANTED

LARGE EXPANDING Central-Oregon Moulding Co. looking for career-minded individuals. \$5.85 to \$7.50/hourly depending on work history. Average wage \$9/hourly. Excellent benefits, profit-sharing, bonuses. Mail resumes.

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P. O. Box 108B
Dallas, OR 97338

HELP WANTED

Senior Lady Wanted. Companion to help mother with children, three and seven. Business, cooking, housework. Healthy, loyal, references/background check. Provide home kindness, future benefits. Possibly in your home. Write Carol, Box 208, Lakeview, OR 97630.

Computer Workshop

Woodstock Community Center, 5905 SE 43rd, will have the following computer workshop Spring Term.

"Beginning Lotus 1-2-3 Levels", Mondays, 6-9 PM, April 20 and 27. Preregistration required. IBM and introduction to LOTUS 1-2-3. Become a user of LOTUS 1-2-3, spread-sheets using LOTUS help menu, the user manual & LOTUS utilities. Applications include budgeting, checking accounts and general ledger accounting. 2 students per computer. Call 771-0784 for more information. Mail-in registration is effective March 14 and walk-in registration is March 30 thru April 3 between 10 AM & 4 PM.

LAUBACH TUTOR TRAINING WORKSHOPS

April 21, 23, 28, 30, 9 am - noon at the Oregon Literacy office in SW Portland and April 24 & 25 — Friday evening and all day Sat. in SE Portland.

Sponsored by Oregon Literacy, Inc. for persons interested in learning to be volunteer tutors to teach speaking, reading and writing to native speakers of English and to speakers of other languages. Persons interested may call the Oregon Literacy office — 244-3898 — for further information.

STOP

Feel powerless at your workplace? The Workers' Support Group offers you a safe place to share problems, get support, and find solutions. It's an independent grassroots group that meets the first Tuesday of each month at the downtown public library, Room E. The next meeting will be on Tuesday, April 14, at 7:30 p.m.

SPECIAL JOBS FOR VOLUNTEERS

EVENING/WEEKEND OPPORTUNITIES

Health Services

The American Cancer Society's Breast Cancer Detection Awareness Project has 30 sites in the metropolitan area that need helpers to provide information and explain procedures to patients coming to the centers for mammograms. Many volunteers are needed to keep this project running 7 days a week, 9 am to 9 pm, May 1 to May 31.

Hospital Services

Volunteers are needed by the Labor and Delivery Unit of Good Samaritan Hospital to process patient status information, help families in the waiting room, run errands for nursing staff and assist with clerical projects.

SHELTER HOMES

Youth in crisis sometimes need temporary shelter and supervision away from their families. Adults who would like to provide this care for a few nights in their own homes will receive training and certification through The Shelter Care Resource Program of Janis Youth Programs, Inc. prior to placements. Single parents and working adults are welcomed. Alternative plans can be made for daytime supervision while you work.

CLACKAMAS COUNTY

Clackamas County Special Olympics has several opportunities for volunteers who want to make a difference in the lives of mentally handicapped individuals. Volunteers are needed to serve on committees dealing with public relations, membership, transportation, games and training. Coaches and assistants are needed to train athletes in track and field, volleyball, soccer, swimming and gymnastics. Volunteers are needed to drive the agency's bus to and from sporting events.

OUTING SUPERVISORS

The great outdoors beckons all of us on warm summer days and the Multnomah County Juvenile Court is seeking volunteers to help adolescents under their jurisdiction enjoy Oregon's recreational benefits. Volunteers are needed to organize outings and to transport and supervise youth at these events. The ratio of youth to supervisors is 2 to 1. Orientation is provided. A clearance check is required.

The Volunteer Bureau
A United Way Agency
222-1355