

Dear Friends:

The House has been very busy this past month. This past weekend we welcomed 9 guests in the House and 2 guests in our handicapped-accessible room at Kindred. As one guest checked out on Monday, her parting words were: *This is the best thing that has happened to us during this entire situation. It is wonderful.* How gratifying it is to know that we are serving our guests and helping them through a difficult time!

* Once again we are inviting anyone interested in becoming involved as a volunteer at the Pay-It-Forward House to attend a Volunteer Orientation Session. The session will be held at the House (719 Somonauk, Sycamore) on WEDNESDAY August 20th at 7:00 p.m. The session will last one hour. Please contact Lois Self at 815-751-6149 or lois.self@gmail.com to register for this session.

* Due to our continued successful operations at the House, we are as busy as ever providing a home-away-from-home to our guests. Thus we have determined that we need to hire an administrative assistant. Do you know of someone or might you be interested and qualified to work for us part-time? Here*s the job description: HELP NEEDED:

Administrative Assistant. 10-15 hours per week, at the Pay-It-Forward House. Hours will be 10 a.m.-12 p.m., Monday - Friday. Duties will be to provide clerical support and office assistance to our Executive Director, including but not limited to: tracking daily occupancy, reviewing and reconciling registration documents, balancing accounts, updating data files, creating periodic reports, proofing and editing documents, preparing correspondence, other tasks as assigned.

Previous administrative experience is a must and you must be an efficient, organized, self-starter with sound knowledge of the internet, Microsoft Word, Excel and Access and have great attention to details. Competitive hourly pay rate, based on experience. Please send a confidential résumé to Joyce Mathey via email at jam151@aol.com. Please identify your transmission as PIFH administrative job.

* SAVE THE DATE: Sunday, September 21st, we will be hosting a Volunteer Appreciation gathering and pot-luck from 5-7p.m. The House will be providing grilled hamburgers and hotdogs, chips and beverages. You can bring a dish to pass if you*d like, but don*t feel obligated-we have plenty of food! Come and enjoy each other*s time and friendship. We will remind you again in the September email.

* And one last note: Your opportunity to bid on our wonderful EMAIL AUCTION items ends at noon next Monday, August 11th. So hurry up and

BID GENEROUSLY!!! If you want more information about this fundraiser,
just send an inquiry to my email: jam151@aol.com

Gratefully yours,

Joyce Mathey

Email: jam151@aol.com, PH# 815-895-3803