



# Senior Resources of Guilford



## Retired and Senior Volunteer Program

### VOLUNTEER RESOURCE GUIDE 2009-2010



RSVP Staff  
Shelley Sitko: RSVP Director  
Margaret Brande: Assistant





**Guilford County  
Retired and Senior Volunteer Program**

**Meeting the Challenge  
Serving Guilford County**

**Purpose of RSVP**

- ★ The purpose of RSVP is to provide meaningful opportunities for persons age 55 years and older to share their knowledge, experiences, abilities, and skills to improve their communities.
- ★ RSVP matches the varied interests and skills of volunteers with community needs by offering a diversity of volunteer service opportunities through a wide range of placements.

**History**

- ★ The Retired and Senior Volunteer Program is sponsored in Guilford County by Senior Resources of Guilford.
- ★ Senior Resources of Guilford RSVP has over 350 active volunteers. During the fiscal year of 2008-2009, these RSVP volunteers provided over 50,000 hours of service to Guilford County non-profit agencies and County departments.

**Funding**

- ★ Guilford County RSVP is Federally funded through an annual grant from the Corporation for National and Community Service with matching funds provided by our local sponsor Senior Resources of Guilford, a United Way Agency

## **Volunteer Eligibility and Enrollment**

RSVP is designed for persons age 55 years and older. The only requirement is to have time that you are willing to share. There are no limitations based on education, income, or experience. Although there is no minimum number of hours per week required, most volunteers serve at least 4 hours a week at their volunteer station.

## **Volunteer Benefits**

### **Volunteer Insurance**

All volunteers enrolled in RSVP are covered by the following insurance at no cost to the volunteer:

- ★ Accident Insurance
- ★ Personal Liability Insurance
- ★ Excess Automobile Liability Insurance

### **Mileage/Meal Reimbursement**

Volunteers are eligible for mileage reimbursement at the rate of \$0.30 per mile up to a maximum of \$22.50 month for driving to and from the volunteer station. Volunteers riding public transportation are eligible for bus pass.

Volunteers eligible for meal reimbursement purchased in conjunction with their volunteer service. The reimbursement is a maximum \$2.00 per meal with a maximum of \$15.00 monthly.

*Due to budget constraints, volunteers may request travel or meal reimbursements, not both.*

### **Recognition**

RSVP holds an annual Spring volunteer recognition event to thank the volunteers for their service to the community.

### **Contact Information**

Retired and Senior Volunteer Program  
Senior Resources of Guilford  
301 E. Washington St.  
Greensboro, NC 27401  
336-373-4816 x 234  
336-883-3586 High Point



## Retired & Senior Volunteer Program

The RSVP program provides volunteer opportunities for adults age 55 and over at local schools, hospitals, libraries and non-profit organizations. The RSVP program encourages volunteers to use their life experience and skills to improve the lives of others. In Guilford County the RSVP program is sponsored by Senior Resources of Guilford. A completed application form is required for *all* volunteers.

### PLEASE PRINT

Name \_\_\_\_\_ Mr./Mrs./Ms./Dr.  
Last First Middle (Please circle one)

Address \_\_\_\_\_  
Street City County State Zip

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address \_\_\_\_\_

Place of employment (present/previous): \_\_\_\_\_ Languages spoken \_\_\_\_\_

**This information is used for data purposes only. The application is confidential.**

Date of Birth \_\_\_/\_\_\_/\_\_\_ Male \_\_\_ Female \_\_\_ Marital Status S M D W Race \_\_\_\_\_

### Emergency Contact Information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone(s): Home: \_\_\_\_\_ Work: \_\_\_\_\_

### Personal References

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

### Automobile Insurance Information

Do you plan to drive your own car? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please complete the following)

Driver's License No. \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

Insurance Company's Name \_\_\_\_\_ If I use my personal automobile in my volunteer service, I understand I must keep automobile liability insurance in effect equal to the minimum limits required by North Carolina. (Please initial \_\_\_\_\_).

**I would like to help with . . . . .** *(Please check all of the activities where you could help)*

Virtual Volunteering: Knit, crochet or sew items for hospital patients, homeless shelters, nursing homes.

Clerical/Office Assistance ~ Answer phones, help with mailings, perform data entry and filing

Health Care Facilities ~ Provide clerical support, work in gift shop, deliver mail & gifts, read to patients

Library Volunteers ~ Provide office assistance, shelve books, fill in as receptionist

Literacy Programs ~ Tutor children & adults in reading and writing skills

Medical Transportation ~ Drive older adults to medical appointments

Museum/Theatre-Usher, guide visitors, sell tickets, hand-out brochures

Senior Centers/Activities ~ Assist with projects and events, serve meals, perform clerical work

Senior Education Corps ~ Provide classroom assistance and guidance with school children

Health Insurance Information (SHIIP) ~ Assist older adults with health insurance questions

Social Service Agencies ~ Work in a wide variety of settings to help improve people's lives

Special Projects ~ Holiday Activities – Fan Distribution – Income Tax Assistance – Fundraising

TeleCare Reassurance Program ~ Make daily telephone calls to older adults from your home

My other areas of interest include: \_\_\_\_\_

Special skills, experiences or hobbies: \_\_\_\_\_

Current/previous volunteer service: \_\_\_\_\_

Number of years you have volunteered: \_\_\_\_\_

Times Available	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.							
P.M.							

Have you ever been convicted of an offense against the law other than a minor traffic violation? Yes \_\_\_ No \_\_\_

If yes, please explain \_\_\_\_\_

## Confidentiality

Volunteers are responsible for maintaining confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information includes program participants, volunteers, staff members or other persons or concerns of overall agency business. Failure to maintain confidentiality will lead to termination of the volunteer's relationship with Senior Resources of Guilford.

By signing this application, I agree to the terms of confidentiality. I also attest that the information on this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

**Questions?** Please call the Volunteer Coordinator at **336-373-4816** from Greensboro or **884-4816** from High Point and Jamestown. Please return your completed and signed application to:

RSVP Program Director  
Senior Resources of Guilford  
PO Box 21993  
Greensboro, NC 27420

**VOLUNTEER APPLICATION ADDENDUM**

**Retired & Senior Volunteer Program (RSVP)**

**Accidental Death and Liability Insurance**

**Volunteer Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

.....

Supplemental Accident and Liability Insurance is provided free of charge by the Corporation for National and Community Service for RSVP volunteers who have a completed application form on file with the local sponsoring agency, and who submit their monthly record of volunteer hours.

The insurance covers accidents which occur while the volunteer is traveling *to* and *from their* RSVP assignments.

In the event of a claim the accidental death benefits should be paid to:

Beneficiary Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**RSVP Volunteer's Signature**

\_\_\_\_\_  
**Today's Date**

## RSVP Advisory Council

It is time for new council members. There are several members who are rotating off the council and we are looking for new members. RSVP council members support the sponsor and project director in fundraising, publicity, development of stations, relationships with station managers, volunteer recruitment and volunteer recognition. The RSVP Advisory Council meets every other month. Please inform RSVP Director Shelley Sitko of your interest to serve on the Advisory Council. Call 373-4816 x 234.



### Advisory Council Job Description

#### **Responsibilities and Duties:**

Regularly attend and actively participate in meetings

Actively serve on one or more committees

Promote community awareness of the project and its impact through speaking engagements, working with the news media, personal affiliations, etc.

Support the sponsor and project director in fundraising, publicity, development of stations, relationships with station managers, volunteer recruitment, and recognition

Annually assess the project by conducting a yearly survey

Visit stations quarterly, in conjunction with Advisory Council meetings

Advise Director in areas of expertise

#### **Qualifications:**

Knowledge of human and social needs of the community

Familiarity in the fields of community service and volunteerism

Capable of helping the sponsor meet its administrative and program responsibilities including project assessment, fundraising and publicity

Knowledge and interest in the capability of older adults reflective of the demographics of the service area

**Time Commitment:** Advisory Council Membership is a two year term. Meetings are held at various locations throughout Guilford County.

**Training:** An orientation is provided for new members, as well as information given out monthly at the meetings.



*Mary's House ministry provides transitional housing to women in recovery from substance abuse and their minor children. We assist our residents with in-house substance abuse issues, and case management concerns. We teach our residents parenting skills and assist our mothers in assuring that our children meet their developmental milestones. We encourage our residents to build their spiritual base and to find their higher power.*

### **Volunteer Duty Description**

To provide adequate care for the children of Mary's House residents while their mothers attend substance relate meetings. Duties include:

- Ability to lift infants and toddlers
- Assist children with homework if needed
- Supervise playground activities
- Serve Snacks
- Change Diapers
- Bottle feed
- Voice concerns regarding children with staff
- Minimum service 10 hours monthly

## **Wesley Long Community Hospital Volunteer Positions**

The diverse and changing services and projects of our volunteer organizations allow you to select work to best suit your talents, interests and schedule. The key qualifications for Wesley Long Community Hospital volunteers are teamwork, compassion, a caring attitude and respect for confidentiality. We invite you to explore our many opportunities.

Thank you for your interest.

Below are areas where volunteers are needed to assist. These areas can change or vary from year to year:

- **Clerical Projects/Department Assistants** For those volunteers who enjoy helping "behind the scenes," both short-term and long-term opportunities are available. Volunteers perform a wide range of support for various departments with tasks such as filing, collating, addressing and stuffing envelopes, answering phones and running errands.
- **Discharge Escort** Volunteers transport patients from their rooms to their cars upon discharge
- **Emergency Department** Volunteers serve as liaisons between families, patients and medical staff. They provide regular non-medical updates, round on patients and assist with special needs. Night shifts only.
- **Information Desk** Volunteers greet, provide patient room numbers and directional information to visitors entering at the main entrance. Computer skills helpful.
- **Nursing Units** Volunteers provide assistance to patients under the direction of hospital staff.
- **Gift Shop** Volunteers assist customers, ring sales, display merchandise and assist with inventory. Retail experience helpful.
- **Pharmacy** Volunteers assist pharmacy staff by checking expiration dates on medications and delivering meds to nursing units.
- **Surgical Waiting Room** Volunteers provide non-medical updates; serve as liaisons between the family, medical staff, and recovery room staff.
- **Cancer Center** Volunteers assist staff and provide patients receiving chemo with drinks, snacks, magazines and warm blankets.
- **Library/Magazine Cart** Volunteers visit and offer patients a magazine, newspaper and puzzle book.
- **Hospitality Cart** Volunteers round on the waiting rooms and lobbies offering families, visitors and patients coffee or hot tea.
- **Admitting** Volunteers assist in the registration process and escort patients to the appropriate department.
- **Knitting/Sewing Ministry** Volunteers knit prayer shawls and sew various cancer patient pillows.



**MOSES CONE**  

---

**HEALTH SYSTEM**

**Volunteer Positions**

The key qualifications for Moses Cone Hospital Health System volunteers are teamwork, compassion, a caring attitude and a respect for confidentiality. We invite you to explore our many opportunities. Thank you for your interest.

Here are some ways in which you can become involved with Moses Cone Hospital:

- **Clerical Projects/Department Assistants** For those volunteers who enjoy helping "behind the scenes," both short-term and long-term opportunities are available. Volunteers perform a wide range of support for various departments with tasks such as filing, collating, addressing and stuffing envelopes, answering phones and running errands.
- **Discharge Escorts** Volunteers transport patients from their rooms to their cars after discharge and run errands for the nursing units.
- **Emergency Department** Volunteers serve as a liaison between families, patients and medical staff. They provide regular non-medical updates, round on patients and assist with special needs.
- **Flower and Mail Delivery** Volunteers bring good cheer to patients by delivering mail and flowers.
- **Greeter/Way Finder** These are first impression volunteers who assist the entrance desk with greeting and escorting customers.
- **Musicians** Professional pianists or other professional musicians provide music therapy for patients in the main entrance lobby. We have a grand piano for use by professional pianists.
- **Nursing Units** Volunteers provide assistance to patients under the direction of nurses. Areas in which they may assist include sitting with patients, serving drinks, assisting with meal trays, answering call buttons and running errands.
- **Surgery Waiting Host/Hostess** Families and friends wait in this area while the patients are in surgery. Volunteers register families, provide non-medical updates, serve as a liaison between the family and medical staff, and provide refreshments.
- **Gift Shop and Uniform Shop Sales Associates** Volunteers assist customers, display merchandise and assist with inventory control.

**SRV Volunteer**

Volunteer serves coffee, tea, cookies and a smile to families and friends in the various waiting rooms.



The key qualifications for High Point Regional Health System volunteers are teamwork, compassion, a caring attitude and a respect for confidentiality. We invite you to explore our many opportunities. Thank you for your interest!

**Art Therapy**

Volunteers provide arts and crafts for Rehab Therapy patients.

**Entrance Desk Volunteers**

Volunteers who staff the entrance desks provide visitors with patient room numbers and locations of various departments and escort patients to their destinations.

**Central Supply Rounds**

Make rounds on nursing units throughout the hospital picking up equipment.

**Clerical Projects/Department Assistants**

For those volunteers who enjoy helping “behind the scenes”, both short-term and long-term projects are available. Volunteers perform a wide range of support for various departments with tasks such as filing, collating, addressing and stuffing envelopes, answering phones and running errands.

**Daycare Center**

These volunteers assist staff with children in the Health System’s daycare center.

**Day Hospital Receptionist**

Volunteers register and escort patients, answer phones and serve as a liaison between patients, families and staff.

**Discharge Escorts**

Volunteers transport patients from their rooms to their cars after discharge and run errands for the nursing units.

**Emergency Department**

Volunteers serve as a liaison between families, patients and medical staff. They provide regular non-medical updates, round on patients and assist with special needs.

**Flower and Mail Delivery**

Volunteers bring good cheer to patients by delivering mail and flowers.

**Golf Cart “Caddies”**

These volunteers enjoy transporting supplies from the main hospital to an offsite department just across the street. Volunteer must be able to drive a Golf Cart. They tell us it’s fun!

**Greeter/Way Finder**

These are first impression volunteers who assist the entrance desk volunteers with greeting and escorting customers.

**Musicians**

Professional pianists provide music therapy for patients and play the grand piano which is located in the main lobby of the hospital.

**Nursing Units**

Volunteers provide assistance to patients under the direction of nurses. Areas in which they may assist include sitting with patients, serving drinks and assisting with meal trays, answering call buttons and running errands.

**Community Clinic**

Volunteers staff the receptionist desk. They answer the phone, greet and register customers and assist the staff as needed.

**Surgery Waiting Host/Hostess**

Families and friends wait in this area while the patients are in surgery. Volunteers register families, provide non-medical updates, serve as a liaison between the family and medical staff and provide refreshments.



## VOLUNTEERS IN MINISTRY

Urban Ministry volunteers:

Prepare and serve meals to the hungry

Help to manage shelters for both homeless families and single adults

Help to operate a clothing bank

Interview clients applying for financial assistance and emergency food

Receive and sort food donations from area grocery stores, local farmers, food brokers, and restaurants

Offer mentoring and support to people in crisis situations

Serve as Stephen Ministers to guests and clients

Typical volunteer schedules:

### **For Individuals:**

Emergency Assistance and Clothing Bank, a 3 or 4 hour shift once a week on weekdays from 8:30am to 5:00pm.

Weaver House, once a week or once a month, weekdays, weekends from 6:30 to 9:00pm.

Potter's House, once a week on weekdays, or once a month on weekends, from 9:00am to 1:00pm.

Food Bank: 3 to 4 hour shift, once a week on weekdays from 8:30 to 5:00pm, and on week-ends during Food Drives (March and September)

### **For Groups:**

**Weaver House:** prepare and serve meals to 100 guests, either an evening meal at 7:00pm (any day of the week) or a breakfast meal at 7:00am on weekends. Groups plan the menu and provide the food. Most groups come either monthly or quarterly.

**Pathways Family Shelter:** prepare and serve meals for up to seventeen families (usually about 16 adults and 30 small children). Either an evening meal at 6:00pm or a brunch on the weekends. Groups plan the menu and provide the food. Mealtime can include activities with the children (music, art, and crafts).

**Pathways Family Center:** to help formerly homeless families move into their new homes when they leave Pathways. Holiday Sponsors for families.



130 SUMMIT AVENUE • GREENSBORO • NORTH CAROLINA • (336) 373-2043

The following education jobs are available:

1. Docents are tour guides who escort groups - mostly school groups - visiting the Historical Museum, Tuesdays through Fridays, primarily during morning hours. Docents are excited to learn and share historical information about Greensboro, enjoy working with young people, are willing to give 2-4 tours a month - October through June - and can walk or stand for 90 minute tours. There are seven training sessions held in September and 1-2 in January. Attendance at every session is encouraged but not required.

2. Traveling Trunk Troupers visit schools/classes and adult groups to present a Traveling Trunk, a large box filled with items designed around a historical theme. Troupers are willing to learn historical information, are interested in working with people of all ages, especially children, and have a strong voice and are enthusiastic. They must be available during school hours and must be able to lift the trunk. Volunteers set their own schedule and provide their own transportation. Some trunks are requested frequently; others are requested less often. Training consists of one group session in the fall, a gathering in the winter, and individual study.

3. Receptionists greet visitors to the Museum, answer basic questions, and share information about the Museum. Shifts last two to two and a half hours in length, between 10:00 am and 5:00 pm, Tuesday through Friday. Volunteers choose to work weekly, bi-monthly, monthly or as a regular substitute. They should be friendly, hear relatively well, have good communication skills, and enjoy people of all ages. Flexibility is a bonus.

# HIGH POINT THEATRE



220 East Commerce Avenue  
High Point, NC 27261

---

Box Office: 887-3001

## Volunteer Opportunities

### Ushering:

- General Ushering
- Concessions
- Work with School Groups
- Balcony Usher
- Sell Beer & Wine
- Lobby Sales Attendant

### Public Relations:

- Poster/flyer distribution
- Fundraising
- Lobby Greeter

### Hospitality:

- Serving Food
- Set up for Special Events

### Office Help:

- General Clerical
- Data Entry
- Help with mailings
- Filing
- Telephoning
- Scrapbook



### **Become a Volunteer/Intern**

Preserving High Point's history is a big job, and the Museum relies upon volunteers and interns for help. A number of opportunities are available, which are suited to meet a variety of interests and personalities.

All Museum volunteers go through a free general orientation to the Museum and volunteer program. Additional training will then take place based on a volunteer's interest area; the length of this specialized training varies.

Volunteer hours for some positions are more flexible than others. While many volunteers prefer to have a set time to come in, others prefer to keep their schedules open. There are different volunteer positions available to meet both of these preferences.

The High Point Museum also welcomes the opportunity to nurture future museum professionals. We offer credit and non-credit unpaid internships to high school, college, and graduate students interested in exploring a Museum career.

Volunteer and internship opportunities exist year-round in the Collections, Education, and Membership departments as well as our Museum Store. No matter what your interest, the Museum will work with you to create a rewarding experience. To ensure this, all volunteers/interns have a staff resource with whom they will work and communicate on a regular basis allowing an opportunity for any questions or concerns to be addressed.

### ***Areas to Volunteer***

- ★ **Education Department:** Docent, Historical Park Volunteer, Program Assistant, Outreach Program Presenter
- ★ **Collections:** Cataloger, Data Entry, Inventory Control, Library Aide, Photo Aide
- ★ **Museum Store:** Museum Store Assistant
- ★ **Membership:** Clerical Assistant

### ***Volunteer Benefits***

10% discount in Museum Store (excluding Online store)

Volunteers with 96 or more hours per year receive a free individual membership to the High Point Museum

Volunteers are annually recognized at a Volunteer Reception

Docent volunteers are invited to explore other heritage sites on free Docent Field Trips

## SENIOR WHEELS MEDICAL TRANSPORTATION

### VOLUNTEER JOB DESCRIPTION

- Job Title:** Volunteer Senior Wheels Driver
- Responsible to:** Senior Wheels Coordinator, 373.4816 x 238  
Team Captain
- Time required:** Approximately one to three hours; includes travel time to the client's home, travel time to the medical appointment location, wait time in the waiting room or drop the client off and leave your number to return and pick them up, travel time to drive the client back to their home.
- Training provided:**
- Written information will be provided to the driver re: the duties and "how tos" of the program.
  - Verbal orientation will be provided by the Senior Wheels Coordinator and/or the team captain.
  - A "Drive Along" orientation opportunity is available for a new driver that involves accompanying a veteran driver on a client ride.
- Qualifications and Special Skills:** A personal vehicle, a valid driver's license and insurance and a sincere desire to help people maintain their independence and health.
- Job Duties:** See attached Volunteer Driver Information.

### SENIOR WHEELS VOLUNTEER DRIVER INFORMATION

Welcome to the Senior Wheels Medical Transportation program!

The following are guidelines for all drivers in the program. Please remember that these are guidelines and drivers must often use their discretion when situations arise that are not covered. When in doubt call the Program Coordinator @ 373.4816 x 238,

After you receive the client/rider information, call the client at least 24 hours prior to the scheduled ride and determine the pick-up time.

The driver is responsible to pick up the client at the pre-determined time, drive the client to their medical appointment and return the client to their home after the appointment. Any other client requests of the volunteer driver are at the discretion of the driver. If the client's appointment is longer than an hour, they may be dropped off and picked up; otherwise for regular one hour appointments, most drivers wait for the client.

All clients must be ambulatory; able to walk from their homes to the car and into the doctor's office without physical assistance. Clients may use canes and walkers, but no powered scooters/wheelchairs. When in doubt call the Program Coordinator @ 373.4816 x 238.

Drivers are not responsible for providing wheelchair transportation. Clients that require wheelchair transportation should be reported to the Program Coordinator for special scheduling for wheelchair transport.

The Senior Wheels program is free to all clients. The Program accepts contributions from clients but it is certainly NOT required. Any contributions should be sent to the address at the bottom of this page. Contribution envelopes are available from the Senior Wheels Coordinator.

Unusual situations/interactions with clients must be reported to the Senior Wheels Program Coordinator especially situations involving health and/or safety issues. Also, instances of rude, disrespectful or problematic behaviors should be reported immediately to the Program Coordinator.

Any volunteer or client accident or incident must be reported immediately to the Senior Wheels Coordinator @ 373.4816 x 238.

Please feel free to share any other information, suggestions or concerns with the Program Coordinator. Driver feedback is often the only way that corrections and/or interventions can be made in the client's best interest.

THANK YOU SO MUCH FOR YOUR TIME AND INTEREST !

Senior Wheels Program  
Program of Senior Resources of Guilford; a United Way Community Partner



## The Retired and Senior Volunteer Program (RSVP)



### Mobile Meals

The Mobile Meals program delivers a nutritious noontime meal to homebound senior adults age 60 and over. To be eligible to receive Mobile Meals, the seniors must be unable to obtain or prepare a meal for themselves and have no one available to assist them.

Volunteers from the faith community, local businesses and schools work in teams to deliver the meals which are prepared by a professional food service. The volunteers also check on the well-being of each senior they visit.

### Attention Mobile Meal Volunteers!

Are you 55 years of age or older? Are you interested in:

- Being reimbursed for some of your mileage expenses?
- Receiving free supplemental insurance?

Did you know you may deduct un-reimbursed out-of-pocket expenses directly related to your volunteer service if you itemize deductions on your Federal and state tax returns?

If you are interested in joining the Retired and Senior Volunteer Program, please complete a RSVP application and return to the RSVP office or call 373-4816 x 234:

Senior Resources of Guilford  
ATTN: RSVP  
PO Box 21993  
Greensboro, NC 27420



Senior Resources of Guilford operates 9 Senior Nutrition Sites throughout Guilford County. The locations of the sites include: Elm Towers in High Point, Gibsonville Senior Center, Bardolph Senior Center, Burnetts Chapel, Gateway Plaza, Hall Towers, Morehead Simpkins, Mt. Zion, and Tolbert Senior Center. Volunteers are always needed!

## **Senior Resources of Guilford Job Description**

### **Community Nutrition Site Volunteer**

**Purpose:** To assist in the delivery of community nutrition meals to the nutrition site participants.

#### **Duties and Responsibilities:**

##### **Site Operations**

Volunteer under the supervision of the Site Manager.

Assist participants with the daily sign-in sheets

Receive food, note time of arrival and sign delivery ticket.

Take food temperatures at delivery and before serving.

Hot foods at least 140 F degrees

Cold foods 45 degrees F or colder

Count number of complete meals. Contact Site Manager immediately if any discrepancies.

Serve/portion foods

Use hairnets & plastic gloves

Handle left over food according to policy.

Know fire & disaster plans and accident procedures.



## Mobile Meals

The Mobile Meals program delivers a nutritious noontime meal to homebound senior adults age 60 and over. To be eligible to receive Mobile Meals, the seniors must be unable to obtain or prepare a meal for themselves and have no one available to assist them.

Volunteers from the faith community, local businesses and schools work in teams to deliver the meals which are prepared by a professional food service. The volunteers also check on the well-being of each senior they visit.

## RSVP Volunteers

The Retired & Senior Volunteer Program (RSVP) coordinates volunteer opportunities for adults age 55 and over. Volunteers benefit from being involved in regular activities and have the opportunity to learn new skills and share their life experiences. They may request mileage and meal reimbursement and qualify for supplemental accident and liability insurance.

The RSVP program is funded by the Corporation for National and Community Service and sponsored in Guilford County by Senior Resources of Guilford

## TeleCare Reassurance Program

The TeleCare Reassurance Program is a telephone support program for older adults that provides regular telephone calls to seniors who may be homebound, living alone, or disabled. Other seniors may have health concerns and just want to be checked on to make sure they are well. Many have no relatives or friends living in the area. Often they have minimal contact with their community outside their home or apartment.



TeleCare clients are matched with a caring volunteer who calls them regularly. Through this frequent contact, they get to know the client well enough to recognize their need for medical attention, food, transportation, or in-home services. The relationship between volunteer and client often develops into a close friendship.



## Virtual Volunteering Opportunities

### Virtual Coupons for the Troops



The average Sunday newspaper contains approximately \$125 worth of coupons. Virtual Coupons has adopted an overseas military base to donate manufacturers coupons, which can be used at the PX and Commissary.

*Volunteers are needed to clip, sort, count and prepare coupons for mailing to our Troops and their families.*



### Virtual Hands Knitting, Crocheting, and Sewing



Volunteers are needed to knit, crochet, or sew numerous projects. This includes baby caps & blankets, lap robes, Chemo caps, and much more! Sewing projects include walker bags. Use your imagination! These donations are given to local hospitals, homeless shelters, and nursing homes.

Volunteers are currently needed for the Handmade Afghan Project (HAP) to make 6X9 rectangles for blankets for our returning wounded soldiers.



302 W. Market St. Room 103  
Greensboro, NC 27401  
Ph: 336-378-0766 Fax: 336-370-4772  
HOURS: 9:30am-3:30pm Monday-Friday

## Shepherd's Center of Greensboro



### Volunteer Opportunities

**Care Partners:** Volunteers needed to provide home respite, education, and support for caregivers.

**Home Handyman:** Volunteers needed for in-home repairs such as rewiring lamps and small appliances, door/window locks, toilet tanks, minor leaks, hang pictures, install/test smoke alarms.

**Shepherd's Wheels:** Non-medical transportation provided by volunteers for one appointment per week to the grocery store, hair appointments, etc.



### Roy B. Culler, Jr. Senior Center Current Volunteer Opportunities

**Front Desk Receptionist:** General front desk duties-greeting the public, answering the telephone, and registering persons for classes. Money handling experience required. Training provided. Front Desk volunteers work in 4 hour shifts.

**Computer Teacher:** Someone willing to share their computer skills with persons beginning to learn the computer. Also, persons who are skilled in specific computer programs. We have seniors who are beginning to learn the computer but need one-on-one assistance. In addition, we have some specific requests to learn specific tasks. If you are computer literate and would like to volunteer 2-4 hours a week, this is the opportunity for you!!!



THE EXPERIENCE WILL ENRICH YOUR LIFE

## Volunteer Opportunities at the Adult Center for Enrichment, Inc.

It is hard to put into words how valuable volunteers are to the day to day operations of the Adult Center for Enrichment. Volunteers are an integral part of the services we provide to the participants who attend our Centers and to their caregivers. If you are interested in volunteering at the Adult Center for Enrichment, here are just a few of the volunteer opportunities available:

- **Special Projects:** Various special events such as the "senior" prom, the Human Race and other miscellaneous projects. Hours are flexible.
- **CarePartners at Home:** Providing an in-home break to families in need.
- **Program Assistant Volunteer:** The Program Assistant Volunteer will offer reassurance and companionship to the participants who attend the programs. They may work one-on-one with an individual or with groups. They may be offered opportunities to conduct small group activities, lead exercises, help in meal preparation or discuss the news and day's events.
- **Art Volunteer:** Art Volunteers will assist staff with or lead small group or one-on-one art activities. This may include planning and implementing art projects, one to two times each month, with participants who attend programs. These art projects can consist of water or acrylic painting, working with clay, wood working or other appropriate mediums.
- **Inter-generational Volunteers:** Inter-generational Volunteers are children who are accompanied by adults and will volunteer at the programs. Some of the activities such volunteers will do are pet therapy, arts and crafts, music or exercise just to name a few.
- **Entertainment Volunteers:** Entertainment Volunteers will come to the adult day programs and share talents such as playing musical instruments, singing, story telling and performing.
- **Clerical Volunteers:** Clerical Volunteers will assist the administrative and program staff with answering the phone, making copies, collating training books and/or entering information into the computer.
- **Devotions Volunteer:** Devotion Volunteers will come to the programs and lead discussions of a spiritual nature by reading stories, scripture and/or singing hymns with the participants.
- **One on One Volunteers:** One on One Volunteers will work with individuals who benefit from a lot of individual attention due to their impairments. Activities may include taking them for a walk, assisting them individually with group activities or just sitting and holding their hand.
- **Horticulture Volunteers:** Horticulture Volunteers will lead activities such as gardening, flower arranging, crafts with dried flowers, garden reminiscing and armchair garden tours.

**Pet Therapy Volunteers:** Pet Therapy Volunteers will bring their pets to the programs on a regular basis. During the visit they will take the pet around to different participants and reminisce about pets they have owned.

**Creative Movement Volunteers:** Creative movement volunteers will work with small groups of adult day services participants doing simple creative movement exercises once or twice a week.



The Barnabas Network is a nonprofit organization, supported by local faith communities, that offers encouragement, furniture, job training, and transportation to families and individuals taking steps toward self-sufficiency.

### *Services Provided:*

#### **Families & Individuals**

The Barnabas Network assists victims of fires, families moving from homelessness, mothers and children fleeing domestic violence, and families and individuals recovering from a major setback.

#### **Transitional Work Project**

The Barnabas Network Transitional Work Project offers work experience, practical job training and confidence building to unemployed individuals. The program offers a transition between unemployment and full-time employment. It is designed to provide a framework for the baby steps needed during a time when clients are most vulnerable. Individuals considered for the program may be experiencing a crisis, trying to recover from a set back or in need of encouragement and a chance to prove themselves.

### **Volunteer Opportunities**

**Shoppers:** Volunteers will accompany clients in the warehouse and assist them as they chose their furniture. Volunteer must be able to learn quickly, be flexible and reliable. Must complete paperwork and work with a diverse population.

**Warehouse Assistant:** Volunteers needed to help move and organize furniture in the warehouse. Must be able to lift 50 Lbs.

**Upholstery, Refinishing and Woodworking Assistants:** Be able to refurbish, refinish, refit, and repair broken or worn used furniture. Previous woodworking, refinishing, or upholstery experience required.



The Charlotte Hawkins Brown Museum is North Carolina's first and only official State Historic Site to honor an African American and a woman. The site is the former Palmer Memorial Institute, an African American preparatory school established by Brown in 1902. Over the next 50 years of her presidency, Dr. Brown built PMI into one of the most renowned schools for African American youth in the nation. The school closed in 1971. The historic site opened to the public in 1987 and its mission is to preserve and interpret the history and cultural legacy of Dr. Charlotte Hawkins Brown, Palmer Memorial Institute and African American education.

### **RSVP Volunteer Position Description**

**Volunteer Station:** Charlotte Hawkins Brown Museum

**Setting:** Indoors/Outdoors.

**Function:** To provide support to the paid staff at the museum.

**Service schedule:** The Museum is open for visitors Monday – Saturday, 9 AM – 5 PM. Volunteers choose time during normal working hours.

**Supervision Received:** Paid staff.

**Supervision Exercised:** No supervision.

**Examples of Services Performed:** Volunteers provide a wide variety of services based on need and what they enjoy doing.

**Docent/Educator:** Must be personable and willing to learn. Must speak to visitors and groups.

Ability to walk the campus and stand for 60 minute tours. Climb stairs.

Light cleaning duties.

**Special Events Volunteer:** Help planning of events. Handle visitor services during events.

Ability to walk campus, tolerate weather conditions, climb stairs.

Set- up and clean-up at the events.

**Experience and Training:** No experience necessary. Training will be provided on site by full-time staff.

**Qualifications:** Volunteer must be age 55 or older.

**Benefits:** Volunteer may request a stipend to help with transportation and meal expenses. Liability insurance is available to all RSVP volunteers at no charge.