

ASAP

URGENT!!!!

WE NEED VOLUNTEERS FOR THE FOLLOWING POSITIONS

CASA COMMUNITY CENTER

Title: A.M. Facility Monitor

Hours: 2 – 4 hours block of time (7am – 11am)

Duties: Responsible for opening center plus setup and take down from events or activities.

CASA COMMUNITY CENTER

Title: P.M. Facility Monitor

Hours: 2 – 4 hours block of time (2pm – 9pm)

Duties: Responsible for opening/closing center plus setup and take down from events or activities.

TRANSPORTATION SERVICES

Title: Van Driver

Hours: Daily Routes 1 1/2 hours; Field Trips 2 – 4 hours

Duties: Transport adult program participants to and from Casa de Esperanza. (Mon. – Fri.)

SENIOR LUNCH PROGRAM

Title: “Meals on Wheels” Driver

Hours: Daily Routes 1 – 2 hours

Duties: Deliver meals to the homebound. (Green Valley area)

ADMINISTRATION

Title: CASA Poster/Flyer Distributor

Hours: 1 – 2 hours (depends on the # of stops)

Duties: Distribute CASA Posters/Flyers to designated facilities in the Green Valley and surrounding communities.

ADMINISTRATION

Title: Front Desk Receptionist

Hours: 4.5 hours (12:30 – 5:00 p.m.) Monday, Wednesday, & Thursday

Duties: Greet visitors, answer telephones, coordinate office communications, complete office tasks such as filing and copying.

ONGOING VOLUNTEER OPPORTUNITIES

ACTIVITIES

- Arts/Crafts (hands-on)
- Audio Visual/Photography
- Aviary Maintenance (weekly)
- Beauty Rituals (file/polish nails)
- Bingo (caller or assist)
- Birthday Parties
- Bulletin Board /Displays
- Caring for Adults (ADHC)
- Caring for Children (LNDV)
(2-5 yrs. of age)
- Conventional Visits
- Creative Writing Mentor
- Current Events
- Entertainers/Musicians
- Escort (outings/shopping)
- Exercise Leader
- Facility Monitor (a.m./p.m.)
- Festive Parties (holidays)
- Field Trips
- Food Program (ADHC)
- Foreign Language (conversation)
- Happy Hour (help serve &
facilitate conversations)
- Hosting in the Dining Room
- Indoor/Outdoor Walks
- Ladies Group
- Letter Writing
- Meals on Wheels(driver)
- Men's Group
- "Nails & Tales"
- Needlework
- Newsletter (design/layout)
- Parlor-Table Games/Cards
- Plants (water / transplant)
- Reading (one on one / group)
- Senior Lunch Program (CCC)
(Set-up, Kitchen, Server)
- Storytelling
- Van Driver
- Van Assistant
- Walking Program

CLERICAL SUPPORT

- Answer Phones
- Bookkeeping
- Computer
- Copying
- Data Entry
- Filing/Collating/Sorting
- Front Desk (12:30 – 5:00 pm))
- Letter Writing
- Survey Summary

OTHER ACTIVITIES

- Board Membership
- Distributing Posters/Flyers
- Educational Presentations
- Event Support
- Fundraising & Special
Projects
- Grant Management
- Mailings

FACILITIES MAINTENANCE

- Gardening
- Make Small Repairs
- One Time Cleaning Needs

TO LEARN MORE ABOUT EACH OPPORTUNITY, CONTACT:

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