

# Volunteer Opportunities

## **Adventures to Go Tour Escort**

Escorts prepare advance materials, check in travelers, assign seats, accompany groups, and attend to all tour details. Requirements include: friendly outgoing personality, ability to think fast on your feet, ability to handle unexpected circumstances, ability to walk long distances, good communication skills, patience and ability to work well with a diverse group, and attention to details. Attendance at 2 monthly meetings required. Escorts work closely with the Travel Administrator, other escorts, bus drivers, and staff.

## **Bingo Attendant**

Volunteers call numbers, determine winners, and ensure guidelines are being followed. Tuesday and Friday afternoons.

## **Computer Lab Attendant**

Ensure guidelines of use are being followed. Assist participants with basic computer needs.

## **Dining Out Volunteer**

Individuals assist with set-up, service, and clean up of the meals. Requirement: great social skills and the ability to work collaboratively with others. Monday through Friday late morning and early afternoon.

## **Fitness Attendant**

Volunteer Fitness Attendants must be able to multi-task. Duties include checking in/checking out participants using a scanner, maintaining wait lists for popular machines, ensuring proper fitness attire, monitoring use of the fitness room, and assisting with the daily operations of the fitness center. Patience, computer skills, and a friendly personality are a must. Various shifts.

## **Games, Games, Games Volunteer**

Volunteers keep games running, show novice players the rules, and are present in the game room during scheduled Games times.

## **Information Referral for Seniors (IRFS)**

Volunteers undergo comprehensive training. IRFS volunteer provides information and assistance to older adults and their families to enable them to connect to a wide variety of community resources. Scheduled appointments

## **Lapidary Monitor**

Volunteer are present in the Lapidary during scheduled hours. Volunteer assists participants in using the lapidary equipment and ensures the guidelines of use are being followed.

## **Librarian**

Volunteer creates and maintains an organized space in the library/reading room. Tasks include categorizing books and placing them in the appropriate area.

## **Snack Bar Attendant**

Volunteer snack bar attendants sell food and beverages, restock supplies, use the cash register, do simple arithmetic, and maintain a clean environment. Snack bar attendants must be friendly, polite, and honest. Various shifts.

## **Thursday Night Dance Attendant**

Volunteer collects admission fees and ensures all dance participants complete and submit a liability form. Volunteer is responsible for turning in dance receipts and forms to staff. Volunteer must be friendly, honest, and polite. Thursday evenings 6—9:30 pm.

### **Welcome Newcomers Host**

Volunteer will review and follow program format. Volunteer must possess familiarity with Senior Center programs, services, activities, and facility, enjoy meeting new people and possess and demonstrate the ability to speak to an audience and escort participants on a tour of the facility.

Third Thursday of each month 10:15 am to 12 pm.

### **Woodshop Monitor**

Volunteers ensure woodshop participants check in and have received instruction in safety procedures and equipment operation. Volunteer must be able to multi-task, be knowledgeable about woodworking tools, and possess great communication skills.

Tuesday and Thursday mornings.

### **911 Cell Phone Program Volunteer**

Volunteer collects used donated cell phones from the Senior Center front desk every two weeks. Volunteer cleans, charges, and ensures used donated cell phones are in working order, then returns cell phones to Senior Center.

### **Therapeutic Recreation Services**

Therapeutic Recreation Services (TRS) serves the recreational and social needs of individuals who have disabilities. We offer programs such as aquatics, dance, fitness, and social clubs.

Meaningful and purposeful activities are planned that develop and enhance social skills, communication, personal growth, and focus on one's abilities rather than disabilities. A variety of volunteer opportunities are available for those ages 14 and above, including students who need service hours. Volunteers assist the recreation staff with set-up and clean-up at the program, prompt the participants to socialize and engage in the activities, assist with supervision of the participants, and of course have fun! For more information on how to become a TRS Volunteer, contact Lauren Council at (408) 615-3169 or [lcouncil@santaclaraca.gov](mailto:lcouncil@santaclaraca.gov).

