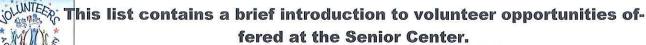
Santa Clara Senior Center Volunteer Positions



Current positions available as of 12/18/13:

Fitness Attendants:

Wednesdays 7—9 am

Thursdays 7-10 am

Thursdays Noon-2 pm

Snack Bar Attendant:

Wednesday Noon-2 pm

Blood Pressure Clinic Volunteer Nurse Thursdays 9:15—11:30 pm

Adventures to Go Tour Escort

Volunteer tour escorts collect and prepare materials for trips, assign seats on buses, check in travelers, escort groups on excursions, and attend monthly meetings. Escort works 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.

Blood Pressure Clinic Volunteer Nurse

Volunteers are friendly individuals with a current CA RN license who have experience taking blood pressures. Individual must possess the ability to engage in social conversation and demonstrate a positive attitude. Thursdays 9:15 to 11:30 am.

Dining Out Volunteer

Individuals assist with set-up, service, and clean-up of the meals. Position requires great social skills and the ability to work collaboratively with others.

Monday through Friday late morning and early afternoon.

Dining Out Kitchen Aide

Volunteers assist with clean up after Dining Out Health and Wellness Resource Support Meal. Tasks include clearing and cleaning tables, dishes, serving dishes and pots, and general clean-up. Monday through Friday late morning and early afternoon.

Fitness Attendant

Volunteer Fitness Attendants are individuals who can multi-task and are friendly, patient, and computer savvy. Duties include checking in participants and assisting with the daily operations of the fitness center. Various shifts.

Fitness Center Volunteer Liaison

Liaison will work closely with Fitness Program Supervisor. Liaison will be initial point of contact for volunteer fitness attendants. Responsibilities include fitness center scheduling and adjustments to schedule, acquiring substitutes, and scheduling volunteer training. Volunteer must possess good communication skills, good computer skills, and a positive friendly attitude working in a fast paced environment.

Front Desk Office Support

Volunteers may be the first point of contact to residents interested in the Senior Center. Tasks include answering questions, providing information regarding programs, classes, and services offered at the Senior Center, and general office support. Volunteer must be able to use a computer.

Games

Volunteer will be present in the game room during the scheduled time to keeps games running and show novice players the rules.

Health and Wellness Brain Busters Group Volunteer

Volunteer assists with the Brain Busters program through walking, gentle stretching, social engagement, and light office duties.

Volunteers research health education topics, set up and maintain a health library, and create displays. Skills needed are dependent on assignment. Various shifts.

Lapidary Attendant

Volunteer will be present in the Lapidary during scheduled hours. Volunteer will assist participants and ensure the guidelines of use are being followed.

See Reverse for more Volunteer Positions







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Librarian

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

Notary

Notary provides free service in fifteen minute scheduled appointments. Notary must maintain a current notary commission issued by the Secretary of State of California.

Sandwich Chef

Volunteer prepares a set amount of sandwiches as directed by the lead snack bar attendant.

Monday through Friday 7:30 to 9:30 am.

Snack Bar Attendant

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

Senior Peer Advocates (SPA) Volunteer Volunteer undergoes comprehensive training and attends mandatory monthly meetings for support and additional training. SPA volunteer provides information and assistance to older adults and family during scheduled appointments.

Thursday Night Dance Attendant

Volunteer collects admission fees and ensures all dance participants complete 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 pm.

Volunteer Program Support

Volunteer collects monthly timesheets from program areas and assist with the volunteer program. Volunteer must be creative and organized. Skills necessary vary according to assignment. Computer savvy individuals are a plus. Various shifts.

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 that 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.

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

Next Step:
Contact the Santa Clara Senior
Center for information regarding
current volunteer opportunities
available to you.
1-408-615-3170

Therapeutic Recreation Program

Volunteers implement activities and provide hands-on assistance for individuals with disabilities. Assistance may be needed with clerical duties-no experience required.

Tuesday through Friday evenings for programs, weekday mornings and afternoons for clerical work.

For current volunteer opportunities and information regarding the Therapeutic Recreation Program

Please contact Susan VanDyne 1-408-615-3188 svandyne@santaclaraca.gov

Do you have special skills you would like to share as a Senior Center volunteer? If so, please contact Susan Bates, Volunteer Administrator, 1-408-615-3181 or sbates@santaclaraca.gov

Santa Clara

