

Volunteer Job Descriptions



Fitchburg Senior Center

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Table of Contents

Activity Leader– Bridge

Activity Leader– Card Party

Activity Leader- Crafty Crew

Activity Leader– Indoor Walking

Activity Leader– Knitting

Activity Leader– Bridge

Bread Donation-Pick up

Bread Donation-Sorter

Coordinator– Active Women’s Group

Coordinator– Caregiver Support Group

Coordinator- Day Trips

Coordinator– Diabetic Prevention Support Group

Coordinator– Extended Travel

Coordinator- Fitchburg Singers

Coordinator– Men’s Group

Coordinator– Parkinson’s Group

Coordinator– RSVP Driver Escort

Coordinator– Writing Group

Crafty Crew

Decorator/Artist

Driver Escort– RSVP

Fitchburg Singer

Gardener

Instructor– Computer

Instructor– Dance

Instructor– Exercise

Table of Contents continued...

Home Chores Indoor/Outdoor

Health Aide– Blood Drive

Health Aide– Blood Pressure Clinic

Health Aide- Flu Shot Clinic

Health Aide- Foot Care Clinic

Host/Hostess

instructor– Wii

IT– Data Entry

IT– Tutor

Kitchen Assistant

Kitchen Assistant– Deep Cleaner

Knitter

Laundry Aide

Librarian

Meal Driver

Meal Site Assistant– Lunch Bags

Movie Attendant

Musician

Newsletter Assembler

Newsletter Editor

Phone a Friend Support

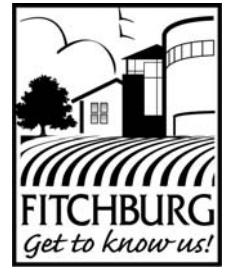
Receptionist

Senior Advisory Council (SAC)

Special Events

Summer Concerts

Volunteer Job Description



Job Title: Activity Leader– Bridge

Supervision: Assistant Director/Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Take group attendance and submit to Assistant Director.
- Set up cards and other equipment needed to play

Qualifications:

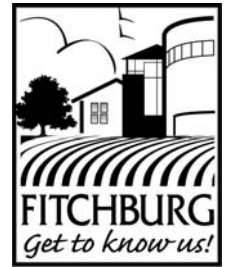
- Enjoy playing bridge on a regular schedule.
- Extensive knowledge of bridge.

Time Commitment:

- 8-12 hours per month

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Volunteer Job Description



Job Title: Activity Leader– Card Party

Supervision: Assistant Director/Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Take group attendance and submit to Assistant Director.
- Set up cards and other equipment needed to play

Qualifications:

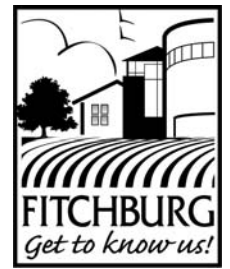
- Enjoy playing cards on a regular schedule.
- Extensive knowledge of card games.

Time Commitment:

- 6 hours per month
- Every other Tuesday from 12:45– 3:45

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Volunteer Job Description



Job Title: Activity Leader-Crafty Crew

Supervision: Volunteer Manager & RSVP Staff

Duties/Responsibilities:

- Make sure volunteers in the group are recording their home hours and their Senior Center hours.
- Communicate with RSVP staff when supplies are needed or if end products need to be picked up for distribution.
- Keep a record of the items you send out.
- Work to generate interest in others joining the group.
- Enforce and follow guidelines that RSVP has with regard to marking and packaging of items.
- Sewing, cutting and tying of quilts.

Qualifications:

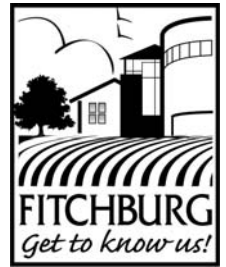
- Must know how to sew.
- Must like working with a group on a common goal.

Time Commitment:

- The group meets once per week for 1-2 hours
- Hours can be done independently at home as you wish.

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Volunteer Job Description



Job Title: Activity Leader– Indoor Walking

Supervision: Assistant Director/ Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Take group attendance and submit to Assistant Director.
- Remind participants to sign the waiver for Break-Away Sports

Qualifications:

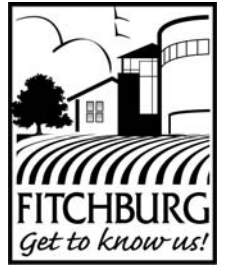
- Enjoy following a scheduled walking regimen.
- Interest in living actively.

Time Commitment:

- 2 Hours per week
- Tuesday & Thursdays from 11:00– 12:00

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Volunteer Job Description



Job Title: Activity Leader-Knitting

Supervision: Volunteer Manager & RSVP Staff

Duties/Responsibilities:

- Make sure volunteers in the group are recording their home hours and their Senior Center hours.
- Communicate with RSVP staff when supplies are needed or if end products need to be picked up for distribution.
- Keep a record of the items you send out.
- Work to generate interest in others joining the group.
- Enforce and follow guidelines that RSVP has with regard to marking and packaging of items.

Qualifications:

- Must know how to knit.
- Must like working with a group on a common goal.

Time Commitment:

- The group meets once per week for 1-2 hours
- Hours can be done independently at home as you wish.

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Volunteer Job Description



Job Title: Activity Leader-REACH

Supervision: Volunteer Manager & Assistant Director

Duties/Responsibilities:

- Record hours as trained.
- Take group attendance.
- Work to generate interest in others joining the group.
- Lead group discussions about the book selections.
- Lead the group in deciding on book selections and structure of the discussions.

Qualifications:

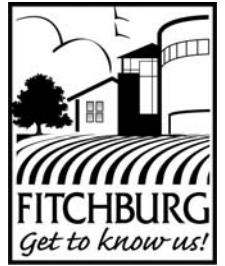
- Must love to read.
- Must have an interest in discussing books.

Time Commitment:

- The group meets once per month for 2 hours.
- Time for preparation and reading as needed.

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Volunteer Job Description



Job Title: Bread Donations Pick-up

Supervision: Senior Center Director / Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Drive to supporting donation site (s).
- Lift heavy boxes and bags of bread.
- Drop off the donation at the Senior Center to the bread area in the dining room.
- Have a good report with the staff at the donation site.

Qualifications:

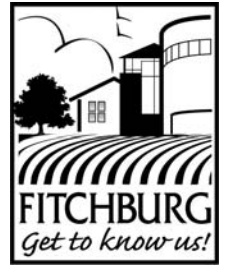
- Must have a valid drivers license.
- Must be able to lift 30 lbs or more.

Time Commitment:

- Once a week approximately 1 hour.

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Volunteer Job Description



Job Title: Bread Donation Sorter

Supervision: Volunteer Manager

Duties/Responsibilities: (possible duties include)

- Record volunteer hours as trained.
- Keep Bread donation area neat and tidy
- Sort and store bread donations
- Organize bread according to type/size
- Wash hands before beginning and use gloves while sorting.

Qualifications:

- Be able to organize “like” bread items
- Be able to work independently

Time Commitment:

- Once per week for approximately 1 1/2 hours

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Volunteer Job Description



Job Title: Coordinator– Active Women’s Group

Supervision: Senior Center Director / Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.

Qualifications:

Must

Time Commitment:

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Volunteer Job Description



Job Title: Coordinator– Caregiver Support Group

Supervision: Volunteer Manager/ Senior Center Director

Duties/Responsibilities:

- Record hours as trained.
- Lead the group in discussions.
- Pick topics to discuss with the group.
- Offer relative publications, brochures and hand outs to group participants.
- Find and coordinate guest speakers to lecture to the group.

Qualifications:

- Must be able to work independently.
- Must be able to maintain confidentiality with client information you are privy to.
- Dependable, friendly and patient is a must.
- Must be organized.
- Must have a good rapport with people.

Time Commitment:

- 2-4 hours per month

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Volunteer Job Description



Job Title: Coordinator– Day Trips

Supervision: Senior Center Director

Duties/Responsibilities:

- Record hours as trained.
- Select trip destinations and handle registrations.
- Work closely with various travel companies and Senior Center Staff.
- Arrange trip previews and meetings.
- Serve as the liaison for travelers and service providers while on the trip.
- Arrange for publicity and answer questions.
- Lead groups through domestic and international airports.
- Make arrangements for motorized transportation or wheel chairs in airports, if needed.
- Collect registration and money from travelers, and send said money to tour company.
- Notify police of cars that may be left at the Senior Center with license number.
- Assist travelers with: customs filing, suitcases, groups' return air tickets, load/unload carry-on luggage.
- Make arrangements to retrieve forgotten/lost items, such as passports, prescriptions, luggage, canes and personal items.
- Keep track and account for all persons each time the bus or plane leaves a destination.
- Assist travelers with any emergency situations that may arise.

Qualifications:

- Must be able to work independently.
- Must be able to problem solve.
- Experienced traveler.
- Must be comfortable making decisions as needed.
- Must have excellent organizational skills to carry out daily itinerary and time schedules.
- Must be dependable, honest, have good communication skills and a positive attitude.
- Must pass a criminal background check.

Time Commitment:

- As needed, per planning each trip and the actual trip itself.

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Volunteer Job Description



Job Title: Coordinator– Diabetic Prevention Support

Supervision: Volunteer Manager/ Senior Center Director

Duties/Responsibilities:

- Record hours as trained.
- Lead the group in discussions.
- Pick topics to discuss with the group.
- Offer relative publications, brochures and hand outs to group participants.
- Find and coordinate guest speakers to lecture to the group.

Qualifications:

- Must be able to work independently.
- Must be able to maintain confidentiality with client information you are privy to.
- Dependable, friendly and patient is a must.
- Must be organized.
- Must have a good rapport with people.

Time Commitment:

- 2-4 hours per month

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Volunteer Job Description



Job Title: Coordinator– Extended Travel

Supervision: Senior Center Director

Duties/Responsibilities:

- Record hours as trained.
- Select trip destinations and handle registrations.
- Work closely with various travel companies and Senior Center Staff.
- Arrange trip previews and meetings.
- Serve as the liaison for travelers and service providers while on the trip.
- Arrange for publicity and answer questions.
- Lead groups through domestic and international airports.
- Make arrangements for motorized transportation or wheel chairs in airports, if needed.
- Collect registration and money from travelers, and send said money to tour company.
- Notify police of cars that may be left at the Senior Center with license number.
- Assist travelers with: customs filing, suitcases, groups' return air tickets, load/unload carry-on luggage.
- Make arrangements to retrieve forgotten/lost items, such as passports, prescriptions, luggage, canes and personal items.
- Keep track and account for all persons each time the bus or plane leaves a destination.
- Assist travelers with any emergency situations that may arise.

Volunteer Job Description



Job Title: Coordinator– Fitchburg Singers

Supervision: Director/ Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Remind choral members to record their hours.
- Plan programs of music to perform.
- Direct the choir.
- Make decisions for the group as a whole.
-

Qualifications:

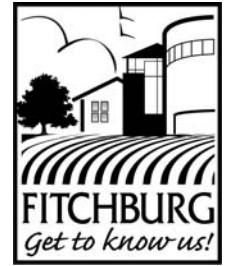
- Must have a wide range of music ability, especially able to sing and direct others.
- Must be at ease with working independently.
- Must be outgoing and friendly.

Time Commitment:

- Rehearsals and performances as needed.
- Practice and preparation time as you see fit.

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Volunteer Job Description



Job Title: Coordinator– Men’s Group

Supervision: Senior Center Director / Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.

Qualifications:

Must

Time Commitment:

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Volunteer Job Description



Job Title: Coordinator– Parkinson’s Support Group

Supervision: Volunteer Manager/ Senior Center Director

Duties/Responsibilities:

- Record hours as trained.
- Lead the group in discussions.
- Pick topics to discuss with the group.
- Offer relative publications, brochures and hand outs to group participants.
- Find and coordinate guest speakers to lecture to the group.

Qualifications:

- Must be able to work independently.
- Must be able to maintain confidentiality with client information you are privy to.
- Dependable, friendly and patient is a must.
- Must be organized.
- Must have a good rapport with people.

Time Commitment:

- 2-4 hours per month

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Volunteer Job Description



Job Title: Coordinator– RSVP Driver Escorts

Supervision: Volunteer Manager/ RSVP

Duties/Responsibilities:

- Record hours as trained.
- Call potential driver escorts and clients.
- Find driver escorts to transport senior to appointments.
- Fill out ride request forms clearly and accurately.
- Leave messages for potential driver escorts about upcoming rides needed to fill.
- Data entry of rides into excel spread sheet.
- Data entry of rides into Senior Center’s database.
- Send monthly ride report to RSVP via email.

Qualifications:

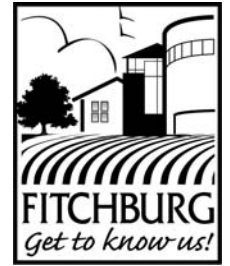
- Must be able to work independently.
- Must know how to work with Excel spreadsheets.
- Must be able to maintain confidentiality with client information you are privy to.
- Dependable, friendly and patient is a must.
- Detail orientated is a plus.
- Must be organized.
- Must learn about RSVP and be comfortable answering questions about the program.
- Must be comfortable talking on the phone and have a good rapport with people.

Time Commitment:

- Typically 3hours per week and up to-6 Hours per week, depending on the volume of rides.

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Volunteer Job Description



Job Title: Coordinator– Writing Group

Supervision: Volunteer Manager/ Senior Center Director

Duties/Responsibilities:

- Record hours as trained.

Qualifications:

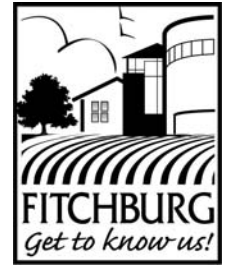
- Must be able to work independently.
- Must love to write

Time Commitment:

- As you set up

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Volunteer Job Description



Job Title: Crafty Crew

Supervision: Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours with the group and independent hours as trained.
- Make quilts with a group.
- Store quilts for RSVP pick-up.
- Sewing and cutting.

Qualifications:

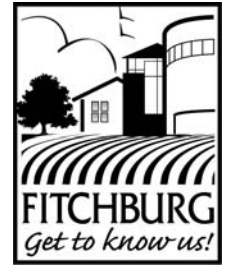
- Must love to make quilts.
- Must be willing to part with quilting projects after completion.
- Must work well with a group.

Time Commitment:

- Group meets once a week at the Senior Center.
- Can quilt independently as many hours as you wish.

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Volunteer Job Description



Job Title: Decorator/Artist

Supervision: Volunteer Manager/ Senior Center Director

Duties/Responsibilities:

- Record volunteer hours with the group and independent hours as trained.

Qualifications:

- Must be artistic.
- Must be creative

Time Commitment:

- As needed

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Volunteer Job Description



Job Title: Driver Escort– RSVP

Supervision: Coordinator– RSVP/ Volunteer Manager

Duties/Responsibilities:

- Record hours as trained.
- Transport clients to appointments (ie... medical, dental, personal)
- Keep a log of the rides you give and the mileage from the rides.
- Turn in your mileage log to RSVP for mileage reimbursement in a timely fashion.
- Assist clients getting into and out of the car, and into the building.
-

Qualifications:

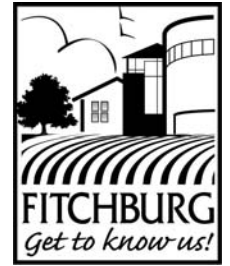
- Must be able to work independently.
- Must be able to maintain confidentiality with client information you are privy to.
- Dependable, friendly and patient is a must.
- Must have a sincere concern for helping others.
- Detail orientated is a plus.
- Must be organized.
- Must be a confident driver.
- Must have a valid drivers license and pass a driving background check.
- Must pass a criminal background check.
- Be able to set boundaries for the time commitment you want to make to drive clients.

Time Commitment:

- As needed

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Volunteer Job Description



Job Title: Fitchburg Singer

Supervision: Volunteer Manager & Fitchburg Singers Director

Duties/Responsibilities:

- Record volunteer hours as trained.
- Sing!
- Travel to performances in the area.
- Follow Singer dress code.
- Attend rehearsals, performances and special programs.

Qualifications:

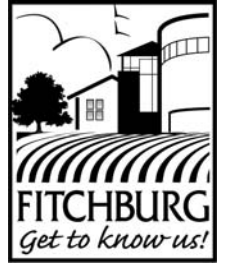
- Must love to sing!
- Have the ability to sing.
- Must independently be able to get to rehearsals at the Senior Center.

Time Commitment:

- Group meets twice a month at the Senior Center (with the summer months off)
- As needed with performances and special programs

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Volunteer Job Description



Job Title: Gardener

Supervision: Volunteer Manager & Senior Center Director

Duties/Responsibilities:

- Record volunteer hours as trained.
- Plan and plant flowers in outdoor flower pots.
- Maintain flowers and plants by weeding and watering them.
-

Qualifications:

- Must be able to work independently.
- Must be comfortable being accountable for monies given to purchase the flowers/plants.
- Should have basic knowledge of gardening.
- Love to garden.

Time Commitment:

- As needed per the rainfall or lack there of rain.

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Volunteer Job Description



Job Title: Home Chores– Indoor/Outdoor

Supervision: Volunteer Manager

Duties/Responsibilities:

- Record hours as trained.
- Report any issues with clients that may arise.
- Assist clients with home chores so they can remain independent in their homes.
- Chores may include, but are not limited to: light housekeeping, yard work, snow removal and repairs.

Qualifications:

- Must be able to work independently.
- Being a “handy” person would be helpful.
- Must be dependable, honest, have good communication skills and a positive attitude.
- Must pass a criminal background check.

Time Commitment:

- As needed, per home chore request.

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Volunteer Job Description



Job Title: Health Aide- Blood Drive

Supervision: Volunteer Manager & Red Cross Representatives

Duties/Responsibilities: (possible duties include)

- Record volunteer hours as trained.
- Help clients through the clinic process.
- Direct traffic of the clinic.
- Help clients with paperwork.
- Serve clients juice and a snack after their blood donation.
- Clean up after the clinic is over.

Qualifications:

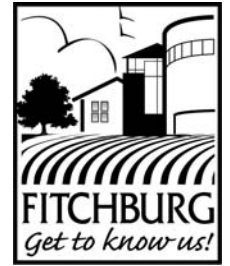
- Preference, but not requirement: retired health care professional, ie... nurse, physician, EMT.
- Work well with people.
- Able to direct clients through the process of the clinic.
- Must be friendly.

Time Commitment:

- As needed, once per year for 3-4 hours

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Volunteer Job Description



Job Title: Health Aide- Blood Pressure Clinic

Supervision: Assistant Director/ Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Take attendance and submit attendance to Assistant Director.
- Track individuals using record keeping.

Qualifications:

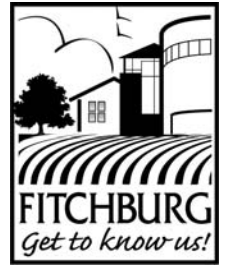
- Retired health care professional, ie... nurse, physician, EMT.
- Work well with people.
- Able to perform and read blood pressures.

Time Commitment:

- 1 Hour each month

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Volunteer Job Description



Job Title: Health Aide- Flu Shot Clinic

Supervision: Volunteer Manager

Duties/Responsibilities: (possible duties include)

- Record volunteer hours as trained.
- Help clients fill out paperwork.
- Direct traffic of the clinic.
-

Qualifications:

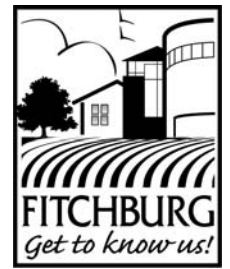
- Retired health care professional, ie... nurse, physician, EMT.
- Work well with people.
- Able to direct clients through the process of the clinic.
- Must be friendly.

Time Commitment:

- As needed, one time per year for a few hours.

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Volunteer Job Description



Job Title: Health Aide- Foot Care Clinic

Supervision: Assistant Director/ Volunteer Manager

Duties/Responsibilities: (possible duties include)

- Record volunteer hours as trained.
- Help clients schedule future appointments
- Direct traffic of the clinic.
- Fill basins with water.
- Potentially help clients with shoe and sock removal.
- Clean up after the clinic is over.

Qualifications:

- Preference, but not requirement: retired health care professional, ie... nurse, physician, EMT.
- Work well with people.
- Able to direct clients through the process of the clinic.
- Must be friendly.

Time Commitment:

- 8:00– 12:00 per scheduled clinic dates

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Volunteer Job Description



Job Title: Hostess/ Host

Supervision: Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Assist meal participants in getting coffee and a treat.
- Start conversations with tables of meal participants.

Qualifications:

- Must be at ease with talking to a wide variety of Senior Citizens.
- Must be friendly and courteous to all meal participants.

Time Commitment:

- Once per week for approximately 2 hours.

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Volunteer Job Description



Job Title: Instructor– Computer

Supervision: Volunteer Manager/ Senior Center Director

Potential Duties/Responsibilities Include but are not limited to:

- Record hours as trained.
- Answer questions about computers and or computer software.
- Answer questions about navigating on the internet.
- Instruct students to learn the functions of their computer.
- May include going to student's homes.
- May include having office hours.
- May include teaching a class.

Qualifications:

- Must be able to work independently.
- Must have a wide breadth of knowledge about computers and or computer software.
- Must be 18 years of age.
- Dependable and detail orientated is a plus.
- Must be organized.
- Must be confident answering questions and dealing with people.
- Must pass a criminal background check.

Time Commitment:

- As needed and set up in advance. Set up your own schedule and offer what you know best!

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Volunteer Job Description



Job Title: Instructor– Dance

Supervision: Volunteer Manager/ Senior Center Director

Potential Duties/Responsibilities Include but are not limited to:

- Record hours as trained.

Qualifications:

- Must be able to work independently.

Time Commitment:

- As needed and set up in advance. Set up your own schedule and offer what you know best!

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Volunteer Job Description



Job Title: Instructor– Exercise

Supervision: Volunteer Manager/ Senior Center Director/ Assistant Director

Duties/Responsibilities:

- Record hours as trained.
- Take class attendance.
- Set up for exercise class: put out chairs, weights and any other materials you'll use.
- Create an exercise routine that is exciting and appropriate for elderly clients.
- Report any issues with clients that may arise.

Qualifications:

- Background in Physical, or Occupational Therapy is a plus.
- Background as a fitness instructor is a plus.
- Must be able to work independently.
- Must be comfortable leading and being in front of a group.
- Knowledge of modified exercises and movements for elderly.

Time Commitment:

- As needed. Classes run from 30-45 minutes.

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Volunteer Job Description



Job Title: Instructor– Wii

Supervision: Volunteer Manager/ Senior Center Director

Potential Duties/Responsibilities Include but are not limited to:

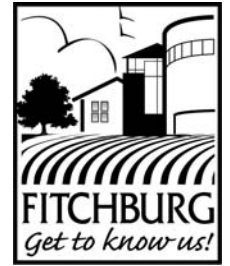
- Record hours as trained.
- Instruct beginners on how to play games on the Wii
- Help advanced players with questions they may have.
- Offer tips to Wii players

Qualifications:

- Must be able to work independently.
- Must have a wide knowledge of Wii games.
- Must like to play the Wii.
- Must be patient.

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Volunteer Job Description



Job Title: IT Data Entry

Supervision: Volunteer Manager

Duties/Responsibilities:

- Record hours as trained.
- Work with Access Database.
- May include having office hours.

Qualifications:

- Must be able to work independently.
- Dependable and detail orientated is a plus.
- Must be organized.

Time Commitment:

- As needed and set up in advance.

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Volunteer Job Description



Job Title: IT Tutor

Supervision: Volunteer Manager

Duties/Responsibilities:

- Record hours as trained.
- Answer questions about electronics such as (but not limited to): iPad, iPod, iPhone, Kindle, Nook
- Instruct students to learn the functions of their particular electronic device.
- May include going to student's homes.
- May include having office hours.

Qualifications:

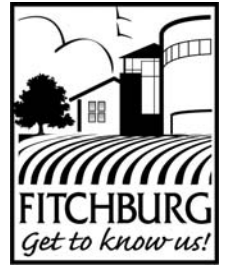
- Must be able to work independently.
- Must have a wide breadth of knowledge about electronics, or knowledge of a specific electronic device.
- Must be 18 years of age.
- Dependable and detail orientated is a plus.
- Must be organized.
- Must be confident answering questions and dealing with people.
- Must pass a criminal background check.

Time Commitment:

- As needed and set up in advance. Set up your own hours and teach what you know best!

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Volunteer Job Description



Job Title: Kitchen Assistant

Supervision: Volunteer Manager & Nutrition Site Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Follow daily timeline of tasks.
- Follow food safety rules as instructed.
- Perform a basic kitchen duties.
- Report to Nutrition Site Manager if supplies are needed.
- Wash and put away dishes.
- Keep kitchen and dining room areas neat and clean
- Responsibility of being positive and kind, keeping in mind that this is likely the only socialization our clients coming to the Senior Center may have.

Qualifications:

- Enjoy working with senior citizens.
- Must work independently.
- Must be friendly.

Time Commitment:

- As needed per monthly schedule and agreed upon schedule with the Volunteer Manager.

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Volunteer Job Description



Job Title: Kitchen Assistant- Deep Cleaner

Supervision: Volunteer Manager & Nutrition Site Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Follow checklist of tasks.
- Deep scrubbing and cleaning areas as listed on the checklist... (ie. Refrigerators, cupboards, and surfaces.)
- Stock shelves.
- Report to Nutrition Site Manager if supplies are needed.
- Wash all silverware and silverware trays.

Qualifications:

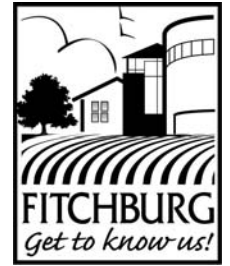
- Enjoy working either alone or with one other volunteer
- Must work independently.
- Like to clean is must!

Time Commitment:

- Twice per month or as needed.
- Approximately 2-4 hours per month.

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Volunteer Job Description



Job Title: Knitter

Supervision: Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours with the group and independent hours as trained.
- Knit scarves, blankets, hats and mittens.

Qualifications:

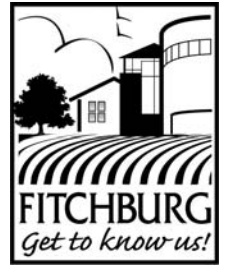
- Must love to knit.
- Must be willing to part with knitting projects after completion.

Time Commitment:

- Group meets once a week at the Senior Center.
- Can knit independently as many hours as you wish.

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Volunteer Job Description



Job Title: Laundry Aide

Supervision: Nutrition Site Manager/ Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Wash, dry, fold, and put away laundry from the kitchen.

Qualifications:

- Enjoy working alone or with others around.
- Must work independently.

Time Commitment:

- Approximately 4-6 hours per month. Set your own schedule around the scheduled events in the laundry/wellness room.

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Volunteer Job Description



Job Title: Librarian

Supervision: Assistant Director/Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Check in library books, cross reference with list of sent books.
- Pack up books into crates
- Unload books from crates
- New books come at the end of each month and have to be switched out with the “old” books prior to the new books arrival.

Qualifications:

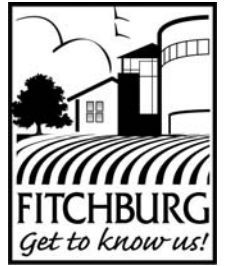
- Attention to detail working with book titles and book list.
- Able to bend, lift and shelve books.
- Able to commit to volunteer at the end of each month
- Able to work independently.

Time Commitment:

- About 2 hours each month.

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Volunteer Job Description



Job Title: Meal Driver

Supervision: Volunteer Manager & Nutrition Site Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- All RSVP volunteers, also keep track of meals delivered and miles driven.
- Arrive at Senior Center to deliver meals between 10:30-11:00
- Follow food safety rules as instructed.
- Perform a basic wellness check on clients you deliver meals to.
- Report back to Volunteer Manager anything that seems questionable.
- Collect reusable trays from clients when dropping off a meal.
- Responsibility of being positive and kind, keeping in mind that you may be the only human contact for the clients you are delivering meals to.

Qualifications:

- Enjoy working with senior citizens.
- Must work independently.
- Must have a valid drivers license.
- Must have a good driving record.
- Must be able to read a map and follow directions.
- Knowledge of Fitchburg streets is a plus!
- Must be friendly.

Time Commitment:

- As needed per monthly schedule and agreed upon schedule with the Volunteer Manager.

Volunteer Job Description



Job Title: Meal Site Assistant- Lunch Bags

Supervision: Nutrition Site Manager/ Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Set up lunch bags for daily delivery with labels.
- Mark each day's bags with corresponding delivery date.
- Keep labels and bags organized.

Qualifications:

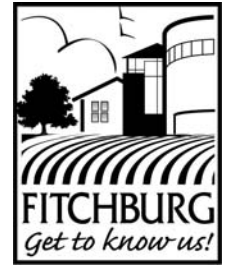
- Must be able to work independently.
- Must pay attention to detail
- A love for organization is a plus!

Time Commitment:

- Two hours per month

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Volunteer Job Description



Job Title: Movie Attendant

Supervision: Volunteer Manager & Assistant Director

Duties/Responsibilities:

- Record volunteer hours as trained.
- Follow checklist of tasks.
- Make popcorn for the movie.
- Bag up popcorn for the movie.
- Clean popcorn popper after popping the corn.
- Set up chairs in the room the movie will be showing.
- Clean up the movie room after the show. (ie. Put chairs back, vacuum...)
- Report to Assistant Director if popcorn supplies are needed.

Qualifications:

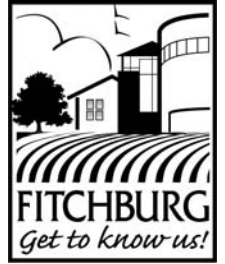
- Enjoy working either alone or with one other volunteer
- Must work independently.
- A love for popcorn is a plus!

Time Commitment:

- Once per month or as needed.
- Approximately 4-5 hours per month on scheduled movie days.

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Volunteer Job Description



Job Title: Musician

Supervision: Volunteer Manager & Assistant Director

Duties/Responsibilities:

- Record volunteer hours as trained.
- Sing, play an instrument, perform a poem or prose piece.

Qualifications:

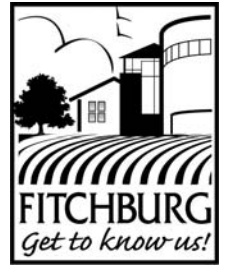
- Must have musical talent.
- Must be comfortable in front of a crowd.
- Must work independently.
-

Time Commitment:

- As needed, set up in advance.

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Volunteer Job Description



Job Title: Newsletter Assembler

Supervision: Assistant Director/ Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Sort, assemble and label monthly newsletter
- Pack newsletters for bulk mail.

Qualifications:

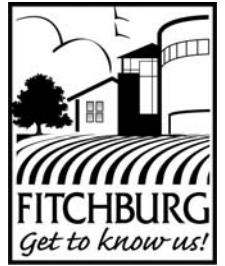
- Interest in working with a group in an assembly line format.
- Attention to detail of the pages that are being collated.

Time Commitment:

- About 2 hours at the end of each month.

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Volunteer Job Description



Job Title: Newsletter Editor

Supervision: Assistant Director/ Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.

Qualifications:

- Firm grasp of English.
- Attention to detail is necessary.

Time Commitment:

- As needed

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Volunteer Job Description



Job Title: Phone a Friend Support

Supervision: Volunteer Manager & Social Workers

Duties/Responsibilities:

- Record volunteer hours as trained.
- After being partnered up with a client, start making your phone calls to check in on them as needed.
- Learn about the client and be versed in speaking about things that client is interested in talking about.
- Ask questions about the client's life.
- Listen, Listen Listen!

Qualifications:

- Genuinely have an interest in people.
- Enjoy talking on the phone.
- Must work independently.
- Must be able to get involved on an appropriate level with the client (s) you call.
- Feel comfortable with ending a conversation that needs to be ended (due to length or content of the discussion)
- Feel at ease with maintaining the boundaries that are set up and that you set up for yourself in this position.
- Must be an excellent listener!

Time Commitment:

- As needed per the schedule you set up in advance.

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Volunteer Job Description



Job Title: Receptionist

Supervision: Volunteer Manager

Duties/Responsibilities:

- Record hours as trained.
- Answer incoming phone calls.
- Transfer phone calls to the appropriate staff.
- Answer general questions that callers may have about the Senior Center.
- Retrieve messages off of the voice mail and forward them on to staff if needed.
- Sign participants up for: lunch, bus rides, driver escort rides, foot care clinic, classes, shopping trips and massages.
- Keep reception area neat and clean.
- Make reminder phone calls to a list of people.
- Make copies, light collating and log phone calls.
- Communicate with Transit Solutions if needed.

Qualifications:

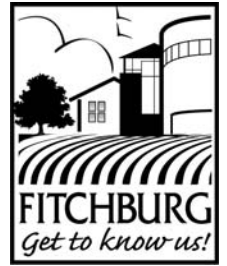
- Must be able to work independently.
- Must be able to maintain confidentiality with client information you are privy to.
- Dependable and detail orientated is a plus.
- Must be organized.
- Must be confident answering questions and dealing with people.

Time Commitment:

- 3 hour shifts

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Volunteer Job Description



Job Title: Senior Advisory Council

Supervision: Senior Center Director

Duties/Responsibilities:

- Record volunteer hours as trained.
- Attend meetings.
- Serve on committees.
- Fundraising.

Qualifications:

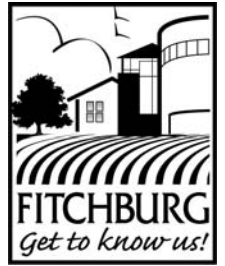
- Must like working with a group of people.
- Must like working with customers.
- Friendly and cheerful is a must!

Time Commitment:

- As needed per monthly meetings and committee meetings.

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Volunteer Job Description



Job Title: Special Events

Supervision: Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Perform tasks as assigned for the event.
- Serve and prepare food. (ie... pancake breakfast & pig roast)
- Keep area you are assigned clean and orderly.

Qualifications:

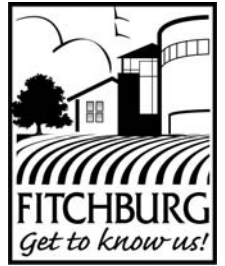
- Must like working with a group of people.
- Must like working with customers.
- Friendly and cheerful is a must!

Time Commitment:

- As needed per special events.

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Volunteer Job Description



Job Title: Summer Concerts

Supervision: Volunteer Manager

Duties/Responsibilities:

- Record volunteer hours as trained.
- Perform tasks as assigned for the event.
- Set up and take down of items used at the concerts.
- Load and unload vehicles of items to be used at the concerts.
- Clean up after the concert is over.

Qualifications:

- Must like working with a group of people.
- Must like working with customers.
- Friendly and cheerful is a must!

Time Commitment:

- As needed per annual summer concerts.

**Before you come to work with us, we hope you will stop and think about why you want to volunteer. You can't expect to achieve a feeling of accomplishment if you don't know what it is that you wish to accomplish! While you are here with us, we hope you will enjoy doing your very best work. We hope you will be open to on-going training for your position, guidance in the execution of your duties and suggestions for how you can best blend your efforts with those of your fellow volunteers and staff.*



Get to know us!