

VOLUNTEER OPPORTUNITIES LIST

	JOB	DESCRIPTION	VOLUNTEERS NEEDED	TIME COMMITMENT	SKILLS REQUIRED
1.	Bingo Caller	Help set up and take down Bingo machine. Using Bingo machine, call out and verify numbers, and interpret rules.	1-2	Twice a month, 3 hours each, or once a month, 3 hours each (depending on # of volunteers)	Good understanding of Bingo rules and ability to interpret them. Loud, clear voice. Some physical work in set-up and take down.
2.	Bingo Card Sales & Check-in	Sell cards and verify that participants have signed the check-in sheet.	1-2	Twice a month, one hour	Ability to handle money.
3.	Bingo Clean-up	Clear and wash tables and dishes. Move chairs and tables.	2	Twice a month, one hour	Physically demanding – clearing and washing dishes and tables, moving furniture
4.	Bingo Helper	Assist Bingo Caller by handing out prizes. Coordinate the process of finding a winner for tie games.	1	Twice a month, 3 hours each or once a month 3 hours (depending on # of volunteers)	Some walking when distributing prizes and in resolving tiebreaker games
5.	Blood Pressure Screening Receptionist	Register participants and assign a number. Call out number for their turn.	1	Every Tuesday, 1½ to 2 hours and once a month, Wednesday, 2 hours	Confidentiality required. Ability to write names in book and call out numbers.
6.	Book Club Volunteer	Coordinate required books for monthly meeting. This includes reserving and picking up new books from McMillan Library and returning old books.	1	1 to 2 hours monthly	Drive personal vehicle. Ability to make phone calls and carry books.
7.	Computer Tutor	Tutor individuals on how to use a computer. Teach general information such as using email and various computer applications.	1-5	Can set your own schedule. (Usually one day per week)	Knowledge of computers, email systems, software applications. Good teaching skills and patience.
8.	Craft Case/Gift Shop maintenance	Maintain craft case items. Price and rotate stock.	1	One to two times per month	Ability to bend, price items, and change out merchandise seasonally.
9.	Dance Clean-up	Clear and wash dishes and tables. Put supplies away. Move chairs and tables, if necessary.	2	Once a month, one hour	Physically demanding – clearing and washing dishes and tables, moving furniture.

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10.	Dance Food Preparation & Server	Make coffee & popcorn. Arrange snacks for serving & pour drinks. Coordinate distribution of refreshments and serve. Sell soda.	2	Once a month, two hours	Some physical demands – ability to cut desserts, pour drinks, sell and serve refreshments. Possibly some money handling.
11.	Dance Ticket Sales & Check-in	Sell tickets for dance, register people and collect money.	2	Once a month, one hour	Ability to handle money and write legibly.
12.	Data Entry	Review, organize, and enter data on computer using Word and Excel programs.	1	Once per month, for 1-2 hours	Knowledge of Microsoft Word and Excel.
13.	Games Coordinators	Coordinate table set-up and teams, help with running of game. Set program supplies out, encourage registration. Communicate with office staff regarding program needs. Games include; Bridge, Bunco, Cribbage, Dominoes, Hand N Foot, 500 Cards.	1 to 6	Weekly, sometime bi-weekly	Familiar with rules of games and able to explain them to the players in a loud, clear voice. Ability to handle money and people.
14.	Greeting Card Stocker	Monitor greeting card stock and re-stock shelves when necessary. Inform office when supplies are low.	1	Weekly	Ability to organize and sort cards and keep an accurate count.
15.	Library Volunteer	Coordinate rotation and organization of Center's books. Maintain check-out system.	1	Once a week, one hour	Ability to carry and organize books.
16.	Membership Book Updates	Review and update membership books based on active, inactive, deceased, and honorary members. Type new member forms.	1	Once a month, for a 1 to 2-hour period	Requires accuracy and attention to details. Need computer typing experience to type new member forms.
17.	Newsletter – Preparation & Mailing	Prepare newsletters for mailing and take to Post Office.	1	Once per month, for a 2 to 3-hour period	Minimal physical requirement. Ability to work with hands, fold, stamp, tape, and put labels on. Use of personal car.
18.	Office Task Helper	General light office duties.	2	Weekly, 3 hours	Ability to file, sort, use shredder, and organize.

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19.	Plant Care (Inside)/Garden (Outside)	Plant care inside would involve watering, pruning, and caring for indoor plants. Outside would entail maintaining existing garden and possibly plant new garden.	1-2	Two to three times weekly 1-2 hours each time.	Knowledge of plants and gardening. Ability to bend, lift, and stretch. Can be physically demanding.
20.	Program Lead Coordinator	Each program needs a lead coordinator to organize and run the program. Set program supplies out, encourage registration. Communicate with office staff regarding program needs.	Varies	Varies based on program, plus time involved in Advisory Committee.	As applicable to program, may include preparing meeting schedules, and operating the copier. All require some organizational skills and ability to work and talk with a variety of people.
21.	Raffle Volunteer	Assist in scoring and numbering new raffle tickets. Sell tickets and track sales.	1	Varies, based on when special events are held.	Ability to handle money. Ability to work with hands. (scoring tool, putting numbers on) Limited mathematical requirements.
22.	Reception Coordinator	Train Receptionist on daily responsibilities.	1	Varies	Ability to train people. Familiar with Center's operations and programs.
23.	Receptionist	Answer phones and greet clients. (A detailed schedule of daily responsibilities is provided.)	10-15	3 hours each week, 2 shifts daily from 9 a.m. to 12:30 p.m. or 12:30 p.m. to 3 p.m.	Ability to maintain confidential information. Accuracy, detail oriented. Knowledgeable of Center's programs (or willing to learn). Good phone etiquette and a clear voice.
24.	Resistance Chair Demonstrator	Demonstrate usage of Resistance Chair exercise program. Complete training is provided.	1	1-2 hours one time per month	Some physicality is required. Ability to bend, stretch, and pedal a bike attachment.
25.	Special Event Volunteer	Assist in set-up and clean-up. Serve food and collect money. (Brat Fry, Rummage Sale, Birthday Potluck, and any special events as they arise.	Varies	2-4 hours when events are scheduled	Physical demands – walking, standing, serving people. Ability to handle money. Organizational skills.
26.	Tax Program, Tax Aides	Prepare taxes and answer questions.	8	Twice per week, 5-6 hours over a 2½ month period	Strong tax knowledge. Able to work with a variety of people. Aides will need computer experience for E-filing.

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27.	Tax Program, Client Facilitator	Screen clients and assign to appropriate Tax Aide.	5-6	Twice per week, 5-6 hours over a 2½ month period	Need general tax knowledge, some walking and sitting.
28.	Tax Program, Quality Review	Review prepared taxes for accuracy.	2-4	Twice per week, 5-6 hours over a 2½ month period	Need strong tax knowledge. Detail oriented.
29.	Tax Program Registration	Register clients for tax preparation, and assign them a number.	2	Twice per week, 5-6 hours over a 2½ month period	Some walking and sitting.
30.	Trip Check-in	On the trip dates, assist with check-in and bingo card sales. Verify emergency contact forms are on file.	1	Once per month, for 1 to 1½ hours	Ability to scan a list, check names off and help with forms. Some money handling possible.
31.	Tour Guide	Provide tours of the Centralia Center.	10	As needed, generally for special events	Clear, loud voice. Requires knowledge of Center. Considerable amount of walking.
32.	Volunteer Hour Tracking & Recording	Review and organize volunteer hour information. Enter data in computer.	1	Once per month, for 2 hours	Organizational skills and some computer knowledge. (The program used is Microsoft Excel)