

Grace Martin Harwell Senior Center Volunteer Opportunities & Descriptions

POSITION	DESCRIPTION
Advisory Committee	Must have a good understanding of the vision of the Senior Center and overall operations. Committee members advise the Senior Center Supervisor and assist in planning the calendar to fulfill the vision. The Advisory Committee will need to be willing to help make difficult decision to further the vision of the Senior Center.
AHOY Instructor	Must be willing to receive AHOY training. Have an interest in fitness and exercise and be willing to work with a diverse group of seniors.
BINGO Caller	Perfect candidate would have spent time in the BINGO program, should also have a voice which is easily understood. Have knowledge of different BINGO games. Must be available on Monday mornings.
Blood Pressure Checks	4-5 volunteers needed per month, preferable with a background in the healthcare field, to alternate taking blood pressures every Wednesday morning from 8:00 AM – 10:00 AM
Computer Instructor	Need proof of computer skills for beginner's class. Instructor must have working knowledge of computers and the ability to teach others. Volunteers will be needed on an as needed basis.
Craft Instructor	One or more persons that has general knowledge of a variety of craft ideas. Instructor could offer services for a seasonal class, a one-time class, or an on-going class.
Dance Instructor	One person that has a solid knowledge of a specific dance and the ability to teach others. Examples include but are not limited to Shag, Line Dancing, Ballroom, and Tap.
Entertainment	Anyone that has a talent that they would like to share and entertain seniors with. A sample of their talent or recommendation would be helpful.
Fitness Equipment Instructor	One person willing to train on all fitness equipment at the Senior Center. Should be available to assist others with use of the equipment.
Gardening	Should have a good understanding of the Senior Center landscape. Also need a working knowledge of plants and area floral preference. Knowledge of legal fertilizers and chemical insecticides is preferred.
Home Improvements	Any person with a solid knowledge of building and repair of homes for the safety of its residents.
Kitchen	Must be willing to oversee kitchen clean-up and kitchen maintenance on a monthly or as needed basis.

Librarian	5 volunteers to come in on their designated day of the week to straighten shelves, re-stock books, general clean-up, etc.
Partners Board Member	This volunteer is recommended to have previous experience working with a 501 c3 non-profit and be willing to make connections within the community to better the Senior Center.
Receptionist	Need to have good telephone skills, Must train for telephone reassurance program. Need to have working knowledge of Senior Center programs. Should become familiar with service list and information and assistance procedures. Should be willing to greet visitors and give tours of Senior Center. Other small office jobs may be required. Two volunteers are need per day in 4 hours shifts to ensure the front desk is covered at all times.
Road to Recovery	A program through the American Cancer Society (ACS) designed to take patients who are undergoing cancer treatments and do not have a ride to the Cancer Center in Washington and/or Greenville to give a ride. Most people are at the Cancer Center for as little as 1-2 hours or up to 4 hours.
Shadow	Male volunteer available as needed to stay in the same room with and "shadow" convicted sex-offenders and other felons that use the Senior Center.
SHIP Counselor	Counselor for Medicare Part-D drug plans. Must complete an online training by the North Carolina Department of Insurance. Knowledge of computer and/or internet will be helpful. Must be available from mid-October through early December.
Special Events	This volunteer would perform duties relevant to a specific program or fundraising event. Examples include Seasonal Parties, Banquets, and Special Presentations.
Transportation	Volunteer should have a good driving history and a vehicle in good condition or the ability to drive the client's vehicle. Knowledge of area roadways and towns would be helpful. Examples include taking clients to the Senior Center and Doctor's Appointments.