

Volunteer Opportunities

Filing and Storage Inventory Volunteer

We need a volunteer to assist in developing an inventory of archival files and to transfer files for storage. This is a good opportunity for high school students who need to satisfy their Student Service Learning (SSL) hours requirement.

Front Desk Volunteer

We need one or more volunteers to:

- Greet visitors
- Answer telephone to respond to questions concerning programming, including classes, clubs, concerts, lectures, trips, special events.
- Direct incoming calls to appropriate staff members.
- Register students for activities that do not require payment
- Perform special visitor requests. ***Must be familiar with programming on a daily, weekly and monthly basis.
- Research and filing

Tea Volunteer

We need one or more volunteers to:

- Assemble bags prior to weekly tea (about an hour once a week).
- Track inventory of snacks for weekly tea.
- Decorate tables.
- Receive guests and distribute bags.
- Assemble and distribute gifts and dessert for monthly birthday tea.
- Replenish water and refreshments.
- Set up and monitor a boom box for music, when necessary.

Hospitality

We need multiple volunteers to:

- Assist in decorating, setting up for special activities.
- Help greet participants.
- Replenish refreshments, when necessary.

Building Liaison

We need one resident from each building to:

- Make sure the monthly newsletter is available in the buildings, flyers are posted.
- Promote Village programming in each building.
- On occasion, poll residents about potential programming.
- Offer suggestions for potential programming.

Special activities and events

We need one or more volunteers to:

- Assist with manning booths and tables during our special events.
- Offer suggestions/ help secure speakers on a variety of topics.
- Offer suggestions and help to research trips.
- Assist with assembling packets for trips.
- Assist with securing and assembling prizes for special activities.

Tech Support

We need one or more volunteers to offer basic tech help at the Village Center.

*Please let us know if you have expertise in this area.

Speakers Bureau

We need one or more volunteers to:

- Suggest and work to secure speakers and authors