



Volunteer Information at the Senior Center

Thank you for your interest in volunteering with the Woodland Senior Center. Volunteers are critical in assuring that senior programming runs every day. Here are a few areas to volunteer for the Woodland Senior Center. Other opportunities may be available, such as with the Community Care Car or the Elderly Nutrition Program.

Support Group Lead Volunteer

There is a variety of support groups sponsored by the Woodland Senior Center. Volunteers coordinate and run each support group with coordination of its members, marketing for new members, seeking speakers, and organizing each meeting.

Experience Necessary

Background or experience in working with support groups or experience in area of expertise.

Time Commitment

Depending when support group is offered, one-two hours per month, or more.

Program Lead Volunteer

All of the activities, games, and exercise classes offered at the Senior Center are coordinated by a Lead Volunteer. The Lead Volunteer is responsible for the class or activity at every offering; teaching, mentoring, and leading the activity. Most Lead Volunteers have more than one person to use as a back-up for emergency purposes.

Experience Necessary

Background or experience in leading activity in area of expertise, or a general interest in the activity with enough experience and knowledge to lead activity.

Time Commitment

Depending how many times the program is offered. One-four hours per month, or more.

Welcome Desk Volunteer

The Welcome Desk is the first contact main seniors have with the Senior Center. This position includes answering the telephone, minor office work, and customer service duties. This is a public contact position.

Experience Necessary

Background or experience in clerical office duties, recommended, but not required.

Time Commitment

Shifts for the Welcome desk are four hours in the morning or three hours in afternoon. Depending how many shifts are worked in a month, a volunteer can range from four to twenty hours per month.

Woodland Senior Center



Party Aid or Office Assistant

From time to time, assistance is needed to assist with one of the social events. Duties can include lifting, moving, decorating, clerical work, food preparation and distribution, or more.

Experience Necessary

None required. Willingness to help and give back to community.

Time Commitment

2-5 hours on a monthly basis. Hours are typically in the evening, but can be during the day.



Volunteer Information Form

TODAY'S DATE _____ DESIRED VOLUNTEER POSITION _____

NAME _____
Last Name First Name

ADDRESS _____
Street City Zip

PHONE 1 (_____) _____
Circle one: Home Cell Work

PHONE 2 (_____) _____
Circle one: Home Cell Work

EMAIL _____ @ _____

BIRTHDATE _____
Optional

Please check your availability for volunteering

_____	_____	_____	_____	_____
Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
_____	_____	_____	_____	_____
	Mornings		Afternoons	

Please list any physical conditions or limitations we should be aware of _____

Special skills or Interests _____

Language(s) spoken _____

Work Experience _____

Woodland Senior Center



Emergency Contact Information

Name	Name
Phone Number	Phone Number
Address	Address
Relationship	Relationship

Have you ever been convicted, pled guilty or no contest to any criminal offense?

NO _____ YES _____

If yes, please note below the date and place of each offense, the specific charge, the date and place of conviction or plea, the fine or sentence received. You may omit any offense for which the only punishment imposed was a fine of less than \$50. Any offense for which you were convicted for which the punishment imposed was a fine in excess of \$50, which required serving a jail or prison sentence, or which required probation, MUST be reported. (A criminal record does not necessarily mean that you cannot volunteer. Each case is give individual consideration, based on the position for which you are volunteering.)

As a volunteer, I understand that I am protected under the City's workers compensation program while acting within the approved scope of activity on behalf of the City. Further, as a volunteer, I understand that I am responsible to the City staff for the safety and well being of the participants involved in the activity I am supervising. I join with the City in the commitment to take all appropriate steps to offer the best possible programs for the Woodland Senior Center.

Signature	Date
-----------	------

FOR OFFICE USE ONLY

Date Received _____	Date Contacted _____
---------------------	----------------------