

OCCOA VOLUNTEER INTEREST FORM

Name: _____

Today's Date: _____

Listed below are volunteer jobs for the various programs and activities currently sponsored by the Otsego County Commission on Aging. Please check those for which you would be interested in possibly volunteering your time.

Advocacy Program

- Meeting receptionist
- Meeting reminder calls
- Schedule appointments
- Senior Advocate

Caregiver Support Group

- (3rd Sat. morning of the month)**
- Meeting assistant
 - Meeting facilitator
 - Meeting planning/scheduling
 - Meeting reminder calls (from home - 3rd Fri. of the month)

Chore Service

(Upon client requests)

- Leaf raking
- Packing/moving assistance
- Recruit chore volunteers
- Supervise chore volunteers
- Tree/shrub trimming
- Window washing
- Yard cleanup (spring/fall)

Commodities

(Food distributions – 1st or 2nd Wed. of the month. RSVP volunteers preferred. Must be able to lift 40 lb. boxes.)

- Alpine Haus distributions
- Alten Zimmer distributions
- Home bound distributions
- Little Village distributions
- Sheldon Place distributions
- Vanderbilt distributions

Computer Club

(Computer experience required)

- Class instructor
- Class tutor
- Club coordinator
- Club planning team
- Drop-in Q & A Tutor

Congregate Meal Deliveries

(RSVP volunteers only)

- Johannesburg Meal Site (Mon., Wed. mornings)
- Otsego Haus (Mon. – Fri. mornings)

Crafts Instructor

- List Craft _____

Educational Breakfasts

(1st or 2nd Thu. morning of the month)

- Meeting assistant
- Meeting facilitator
- Meeting planning/scheduling

Entertainment

(OCCOA Activities/Programs)

- Guitar
- Piano
- Other instrument
- Musical group
- Vocal

Flu Shot Clinic

- Greeter
- Paperwork assistant
- Registration

Friendly Visitor for Seniors

(Training Required)

- Elmira Area
- Gaylord Area
- Johannesburg Area
- Vanderbilt Area
- Waters Area

Grocery BINGO

(4th Sat. of the month, following Pizza Saturday lunch)

- BINGO Caller

Holiday Decorating

- Christmas tree decorating
- Seasonal meal site decorating

Home-Delivered Meal Program

- Make greeting cards for clients

Janitorial Assistant

- Clean restrooms
- Floors (Sweeping, mopping, waxing, vacuuming, etc.)
- Light cleaning
- Table set-up

Kitchen Band

- Administration
- Conductor
- Participant
- Pianist

Lunch Program - Gaylord Meal Site (Sun., Mon., Wed., Thu., Fri.)

- Cashier
- Greeter/Hospitality
- Ice pick up/delivery
- Kitchen Assistant
- Meal server
- Meal sign-in
- Table cleaning/setting

Lunch Program – Johannesburg Meal Site (Mon., Wed.)

- Kitchen assistant
- Meal sign-in/money
- Site coordinator
- Site coordinator sub

(Over for more activities -->)

**Medical Transportations
(RSVP volunteers only)**

- Bay City/Saginaw/Flint
- Gaylord
- Grand Rapids
- Petoskey
- Traverse City
- U of M Medical Center
- Veterans Facilities

**Medicare/Medicaid Assistance
Program (MMAP)**

- Meeting reminder calls
- Meeting Receptionist
- MMAP Counselor (**6-day training required/provided for counselors**)

Minor Home Repairs Program

- Build wheelchair ramps
- Caulk windows/doors
- Find funding for materials
- Install grab bars
- Install smoke detectors
- Recruit minor home repairs volunteers
- Supervise minor home repairs volunteers
- Repair wooden steps, decks, or railings
- Repair wheelchair ramps
- Simple miscellaneous repairs

OCCOA Board of Directors

- Advocate for seniors
- Board member
- Committee work

Office Assistant

- Data base entries
- Distribute flyers
- Mailings assistance
- Receptionist
- Special event reminder calls
- Typing (Microsoft Word)

Ole' Bag Sale

- Sales table

Otsego Haus (Adult day services facility)

- Game Assistant
- Garden box gardening
- Men's Club
- Musical Therapy
- Visit with clients

**Parkinson Support Group
(4th Thu. of the month)**

- Meeting assistant
- Meeting facilitator
- Meeting planning/scheduling
- Meeting reminder calls (From home - 4th Wed. of the month)

**Pizza Saturday (11 a.m. to Noon
- 4th Sat. of the month)**

- Meal sign-in/cashier
- Pizza server
- Supervisor

Red Hen Lunches (Tues.)

- Cashier
- Meal Order Slips

Reminiscence Group

- Meeting reminder calls (From home – 2nd, 4th Thu. of the month)
- Substitute facilitator

Research Program

- Data Entry
- Mailing Assistance
- Survey administration

Senior Project Fresh

- Meeting assistant
- Meeting hostess
- Meeting reminder calls

**Shopping Assistance
(RSVP Volunteers Only)**

- Shop for homebound seniors
- Shop with homebound seniors
- Transportation to/from Food Ministry Truck

Snow Removal Program

- Snow blowing/plowing for private residences

Special Luncheons

- 50/50 tickets
- Cashier
- Clean up
- Entry tickets/Sign In
- Greeter/Hospitality
- Kitchen assistant
- Meal server

**Tax Assistance Program
(Tax return preparation experience is helpful, training provided, certification required.)
(Feb – April)**

- Site coordinator
- Tax preparer (**RSVP Volunteers Only**)

**Trip Program
(Training Required)**

- Client assistant
- Host/hostess for local trips
- Host/hostess for Tiger Ball Game trips