

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 request)

- 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)
- Vanderbilt Meal Site (Tue. – Thu. 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 instruments
- Musical group
- Vocal

Flu Shot Clinic

- Greeter
- Paperwork assistant
- Registration

Float (Alpenfest)

- Planning committee
- Float construction
- Float design
- Work crew

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

International Luncheons

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

Kitchen Band

- Administration
- Conductor
- Participant
- Pianist

Janitorial Assistant

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

Medical Transportations

(RSVP volunteers only)

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

MMAP

(Medicare/Medicaid Assistance Program – 6-day training required/provided)

- MMAP Counselor

Memory Walk**(1st or 2nd Sat. in Nov.)**

- Assist with pre-walk fundraising
- Candle Light Vigil
- Greeter
- Make pies/baked goods
- Planning committee
- Pool/rink/sign-in
- Public Policy Station
- Raffle ticket station
- Registration station
- Riozzi Spaghetti Dinner
- T-shirt distribution

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

Mother/Daughter Banquet (1st or 2nd Friday evening in May)

- Beverage server
- Cleanup
- Decorating
- Dish washing (with a commercial sanitizer)
- Greeter
- Kitchen assistant
- Meal prep
- Meal server
- Registration
- Table setting

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

- Cashier
- Greeter
- Ice pickup/delivery
- Meal server
- Meal sign-in
- Table cleaning/setting

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

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

Lunch Program – Vanderbilt**Meal Site (Tue., Wed., Thu.)**

- 50/50 raffle sales
- Kitchen assistant
- Meal sign-in/money
- Site coordinator sub

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
- Music 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 (Noon - 4th Sat. of the month)

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

Reminiscence Group

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

Research Program

- Mailings assistance
- Survey administration

Senior Project Fresh

- Meeting assistant
- Meeting hostess
- Meeting reminder calls

Snow Removal Program

- Snow blowing/plowing for private residences

Shopping Assistance (RSVP Volunteers Only)

- Shop for homebound seniors
- Shop with homebound seniors

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

- Site coordinator
- Tax preparer (RSVP Volunteers Only)

Telephone Visiting Program

- Weekly telephone caller

Trip Program

- Client assistant
- Host/hostess