

**VOLUNTEER OPPORTUNITIES**

When you find a position that interests you, click on the link at the end of the listing to fill out a Volunteer Interest form on-line, or call the number listed there to be directed to a volunteer coordinator.

Our current Top Opportunities appear in **colored, bold text**.

<b>Location Key</b>	ADS - Adult Day Services	HCS - Home Care Services	HC - Holly Creek
	JC - The Johnson Center	LC - The Living Center	UH - University Hills
	VL - The Village	C - Corporate	

**ACTIVITIES WITH SENIORS**

Visit our communities and experience the personal difference that volunteering with residents will make in your life and in theirs. We invite you to participate in the many activities designed for our residents. You'll enjoy meeting interesting residents, dedicated staff and a wonderful team of Christian Living Communities (CLC) volunteers.

Job Title	Description	Location	Schedule
<b>Activities Assistant</b>	Participate and assist in resident activities, games and crafts; call bingo, etc. Special temporary need at The Johnson Ctr. for assistance on Saturday or Sunday morning	Any	Weekly or monthly
<b>Activities/Life Enrichment Assistant - Adult Day Services</b>	Lead participants in planned activities at Adult Day Services.	ADS	Weekly
<b>Art Class Facilitator - Memories in the Making Program</b>	Serve as facilitator for The Johnson Center residents who participate in the Memories in the Making art program in conjunction with the Alzheimer's Association; an additional facilitator is needed for the Adult Day Services participants who also create artwork for Memories in the Making.	JC or ADS	Weekly
<b>Art Class Instructor</b>	Serve as instructor for residents at The Living Center who are interested in a painting class.	LC	Weekly
<b>Chaplain Assistant</b>	Visit with residents. Listen, share scripture, and prayer. Assist with set-up of chapel for services; musical accompaniment is also an option.	Any	Weekly or monthly

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**ACTIVITIES WITH SENIORS cont'd.**

Job Title	Description	Location	Schedule
Children/Student Visits	Enjoy time and conversation with an individual resident, or bring a small group of children or students to visit and interact.	Any	As scheduled
Coffee/Beverage Cart	Set up carts; serve coffee and cookies to residents.	JC, UH	Weekly or monthly
Computer Assistant	Assist residents with beginner level instruction.	Any	Weekly
Dining Room Assistance	Assist bringing residents to dining room, serve food and beverages.	JC	All meal times are available
Family Volunteering	Strengthen communities and create a new generation of volunteers through opportunities for volunteering as a family. Many opportunities are available.	UH, JC	As scheduled
Hand Massage	Provide a relaxing hand massage to residents. Enjoy conversation while providing a special treat for them.	JC, VL, UH	As scheduled
Handwork, Knitting, Needlework, Baby Blankets & Quilts	Assist with quilting, embroidery, knitting and needlework projects - also minor alterations and mending projects.	Any	Weekly or in-home
Men's Group Facilitator	Spend an hour with our male residents discussing hobbies, interests, news, sports, or topics of choice.	JC	Weekly
Musical Entertainment	Perform with various musical instruments or vocal programs.	Any	As scheduled

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**ACTIVITIES WITH SENIORScont'd.**

Job Title	Description	Location	Schedule
<b>Musical Accompanist</b>	Provide musical accompaniment for chapel services. Special need for Holly Creek Sunday chapel service 9:15 a.m. - once a month.	Any	As scheduled: weekdays or weekends
<b>Pet Visitation</b>	Visit residents accompanied by your pet.	Any	Weekly or monthly
<b>Photographer</b>	Attend various functions and photograph participants.	Any	As scheduled
<b>Resident Outings</b>	Accompany and assist staff with resident bus outings. If you wish to drive, three hours of training is required. In some instances, a commercial drivers license is required.	Any	As scheduled
<b>Visitor/Companion</b>	Visit residents: reading, letter writing, prayer partners, taking walks or enjoying time on outdoor patios as appropriate.	Any	Weekly

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## **ADMINISTRATIVE HELP AND LEADERSHIP**

If you like administrative work, and would like to contribute your skills, we welcome you to volunteer. These positions may be at any of our communities or at our corporate office. Some opportunities may be on a regular, recurring basis - others may be available as special projects arise. Basic computer knowledge is helpful, but we can always use volunteers for other tasks that do not require computer skills.

Job Title	Description	Location	Schedule
<b>Bookkeeping</b>	Assist volunteers with keeping and/or auditing books, make bank deposits, etc.	JC, VL	Weekly
<b>Data Entry</b>	Provide data entry support.	Any or in-home	As needed
<b>General Office</b>	Filing, copying, sorting, collating, mailing, telephone, receptionist opportunities.	Any	As needed
<b>Holly Creek Reception Assistant</b>	Reception desk assistant to answer phones and assist with various office duties for two hours on Wednesdays.	Holly Creek	Wednesdays 10:30 a.m. - 12:30 p.m.
<b>Receptionist Substitute</b>	Fill in for receptionist for lunch breaks, meetings, training sessions, vacations, etc.	Any	As scheduled
<b>Staff Assistant</b>	Assist the Life Enrichment/Activities staff with clerical duties; work on activity calendars, photocopy, telephone calls, etc.	Any	As needed
<b>Volunteer Advisory Committee</b>	<b>Join the Volunteer Advisory Committee and provide valuable support and guidance to the overall volunteer organization.</b>	<b>All</b>	<b>As scheduled</b>

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## **COMMUNITY UPKEEP**

Volunteers who assist with Community Upkeep provide valuable support for the on-site maintenance staff. Often serving as the "extra hand," volunteers enable our communities to provide some of the special touches our residents enjoy. Community Upkeep volunteers may be offered a variety of opportunities, depending on location and season of the year.

Job Title	Description	Location	Schedule
Annual clean-up projects	Help spruce up inside and outside our communities; may require use of garden and cleaning equipment.	Any	As scheduled
Gardening	Planting, weeding, pruning - general grounds maintenance.	Any	As needed
General Indoor Maintenance	Paint and/or repair - small projects; some experience helpful.	Any	As scheduled
Small Project Construction	Assemble shelves, furniture, birdhouses, etc.	Any	As needed

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## **FUND RAISING AND SPECIAL EVENTS**

Those who assist with volunteer fund raising may choose from a selection of ongoing or one-time events. Ongoing commitments, such as the community gift shops not only generate funds, but also provide a much-needed service for residents in terms of on-site shopping convenience and social interaction. One-time events, such as festivals and bazaars are exciting and intensive opportunities that also introduce many visitors to our communities.

Job Title	Description	Location	Schedule
<b>Gifts Shop Clerk</b>	<b>Cashier, display merchandise, assist with purchases.</b>	<b>UH, JC, VL</b>	<b>Weekly or monthly</b>
<b>Seasonal Bazaars, Dinners &amp; Festival Assistance</b>	Assist with planning and implementation of events.	Any	As scheduled
<b>Single Event Assistance (e.g. Art Auction)</b>	One-time commitments, assist where needed for example, help decorate the communities for holidays or parties.	Any	As scheduled
<b>Thrift Shop Worker</b>	<b>Organize, sort and assist residents in choosing donated merchandise.</b>	<b>JC</b>	<b>Monthly</b>

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## **VOLUNTEER FROM HOME**

With today's busy lifestyles, we recognize that volunteering from home just might be the best for your time and talents. We welcome your involvement with the many projects that involve computer and telephone assistance - or please consider joining the talented individuals who enjoy crafts and handwork as a way to share their skills with others.

Job Title	Description	Location	Schedule
<b>Administrative and Clerical</b>	Provide assistance with mailing projects, assemble special events materials.	Any	As needed
<b>Computer Work</b>	Assist with proof reading monthly calendars; interview residents and complete life biographies; computer data entry.	Any	Monthly
<b>Decoration Assembly</b>	Design and arrange decorations for holiday and special events.	Any	As needed
<b>Hand Work</b>	Complete hand embroidery projects for fundraising efforts; join in knitting projects.	Any	As needed
<b>Telephoning</b>	Be a phone companion to home-bound seniors; schedule visitation calls to seniors; assist staff with event/promotion calls.	Any	As needed

If you are interested in learning more about a volunteer position,  
call 720.974.3555 or [click here](#) to complete a Volunteer Interest form on-line.