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VOLUNTEER POSITIONS AVAILABLE:

COMMUNITY SERVICES UNIT

- Food bag delivery
- Shut-in Shopping
- Clerical tasks (answer phones, filing, word processing, copying, etc.)
- Food Shelf bagging and upkeep
- Computer input

NUTRITION PROGRAM

- ◆ Delivering meals to homebound seniors (mileage reimbursement)

IN-HOME SERVICES UNIT

- Clerical tasks (answer phones, filing, word processing, copying, etc.)
- Computer assistance/training

FRONT OFFICE

- Computer assistance/training
- Clerical tasks

SEN-HAN TRANSIT

- Clerical tasks (answer phones, filing, word processing, copying, etc.)
- Newsletter preparation

TRIPS

- Clerical tasks (answer phones, filing, word processing, copying, etc.)
- Desktop publishing for trip information

PUBLIC RELATIONS

- Press releases
- Newsletter preparation

FUND RAISING

- We are always in need of good fund-raising projects and people to coordinate them!

SPECIAL PROJECTS

- ◆ Projects designated by the Executive Director

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BASIC VOLUNTEER QUALIFICATIONS:

- ◆ Interest in working with people
- ◆ Ability to listen and communicate
- ◆ Completed Volunteer Application
- ◆ Personal interview with Volunteer Coordinator
- ◆ Willingness to attend some volunteer meetings
- ◆ Willingness to complete timesheet of volunteer hours



VOLUNTEER GUIDELINES:

- ◆ Volunteers do not provide transportation for clients
- ◆ All volunteer services are provided at no cost to the client
- ◆ Volunteers must not give out their home numbers to clients
- ◆ Volunteers may be reimbursed for mileage
- ◆ Monthly or bi-monthly meetings will be held to keep volunteers abreast of service and opportunities offered by the agency, as well as other services available in the community.



Senior Citizens United Community Services, Inc. is an innovative, non-profit social service agency established in 1979 to improve services offered to senior citizens to enhance the quality of their lives, with an emphasis on the frail and vulnerable and those with the greatest socio-economic need.

Our office is open Monday through Friday, 9:00 am to 4:00 pm.

The Volunteer Coordinator is available on Tuesday, Wednesday and Thursday from 10:00 am to 2:30 pm.

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Volunteer Program
SENIOR CITIZENS UNITED
COMMUNITY SERVICES, INC.
537 Nicholson Road
Audubon, NJ 08106



VOLUNTEER OPPORTUNITIES



A project of

**SENIOR CITIZENS UNITED
COMMUNITY SERVICES, INC.**

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