

# VOLUNTEER POSITIONS AVAILABLE:

## COMMUNITY SERVICES UNIT

- Food bag delivery\*
- Food Shelf bagging and upkeep
- Shut-in Shopping\*
- Clerical tasks
  - Make follow-up calls
  - Filing
  - Copying
  - Mailing preparation
- Computer input

## NUTRITION PROGRAM

- Delivering meals to homebound seniors\*
- Preparing meals for delivery

## IN-HOME SERVICES UNIT

- Clerical tasks
  - Make follow-up calls
  - Filing
  - Copying
  - Mailing preparation

## FRONT OFFICE

- Clerical tasks
  - Answer phones
  - Copying
  - Mailing preparation
  - Brochure preparation

## SEN-HAN TRANSIT

- Clerical tasks
  - Filing
  - Copying

## TRIPS

- Clerical tasks
  - Work with walk-ins
  - Answer phones
  - Make follow-up calls
  - Filing
  - Copying
  - Mailing preparation

- Trip Escort

\*mileage reimbursement

# HOW TO VOLUNTEER:

- ◆ Complete Volunteer Application
- ◆ Interview with Volunteer Coordinator
- ◆ Attend some volunteer meetings

Volunteers should:

- ◆ Have the ability to listen and communicate well with others
- ◆ Be willing to document volunteer hours
- ◆ Alert Coordinator if client needs other services

# 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 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.

#### SCUCS SERVICES INCLUDE:

- ◇ Adult Family Care
- ◇ Caregiver Respite
- ◇ Caregiver Training
- ◇ Emergency Services
  - Central Air Conditioning Repairs
  - Central Air Conditioning Replacement
  - Food Bags
  - Fuel Assistance
  - Heater Repairs
  - Heater Replacement
  - Minor Core Repairs
  - Rental Assistance
  - Utility Bill Assistance
- ◇ Geriatric Care Management
- ◇ HECM Counseling
- ◇ Homemaker Assistance
- ◇ Housing Counseling
- ◇ Medical Appliance Lending Closet
- ◇ Nutrition Sites
- ◇ Personal Care
- ◇ Recreational Trips
- ◇ Senior Shared Housing
- ◇ Services for Community Living
- ◇ Shut-in Shopping
- ◇ Transportation
  - Dialysis Rides
  - Employment Rides
  - Municipal Shopping Rides
  - Non-emergency Medical Rides
  - Personal Business Rides
  - Sheltered Workshops

# VOLUNTEER OPPORTUNITIES



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



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