

WAYNE COUNTY SERVICES ON AGING
PEGGY M. SEEGARS SENIOR CENTER
VOLUNTEER OPPORTUNITIES

NEED	PERSONNEL REQUIREMENT	HOURS
Reception Desk	3 to cover Monday – Friday 1 to cover Saturdays 2 to provide back-up	M, T, & Thurs. 7:30am – 7:00pm Wed. & Frid. 7:30am – 5:00pm Sat. 8:30am – 12:00pm
Office Worker	1 to help with special projects, copying puzzles, help with newsletters, etc.	Opening hours of the Senior Center
Gift Shop	4 Clerks – 2 for each day 2 to price and display merchandise	Monday and Thursday 10:00am – 2:00pm (Also, during some special events, etc.)
Nutrition Site (Lunch)	4 to plate food and clean kitchen M-F 6 to Serve food to Participants, & clean tables M-F	Monday – Friday 11:30am – 12:30pm
Bingo	1 to call Bingo 1 to provide back-up to call Bingo 4 to set up for Bingo, hand out cards, put up Bingo, and walk floor to verify BINGO	Thursday 10:00am – 11:00am
Crafts Class	1 to teach class (come up w/craft ideas, gather materials needed, teach craft)	Monday 2:00pm – 3:00pm
Friendly Callers (Telephone Reassurance)	Number of Volunteers is dependent on the number of seniors requesting calls. Typically, 4 is needed.	Monday – Friday Mornings preferably (Schedule is adjustable)
Volunteer Coordinator	1 to interview applicants, orientate, maintain paperwork, Assist with recognizing Volunteers	Mon. – Friday 10:00am – 2:00pm
Senior Tours Coordinator	1 to plan and coordinate trips for Seniors (day trips, overnight, and packaged trips) Also, be able to travel on the trips	Office Hours Monday 10:00am to 2:00pm Other hours dependent upon trips scheduled
Choir Director	1 to lead choir (maintain choir books, set up choir room)	Monday 9:45am – 10:45am
Piano Player for Choir	1-2 to play the piano	Monday 9:45am – 10:45am
Line Dancing Teacher	1 to teach, set up room, choose music	Monday 1:00pm – 2:00pm
Painting Group	1 to teach	Thursday 8:30am
Bible Study	1 to coordinate speakers	Monday 10:30am – 11:30am

