

Volunteer Information at the McMinn Senior Activity Center

Thank you for your interest in volunteering with the McMinn Senior Activity Center. Volunteers are critical in assuring that senior programming runs every day. Here are a few areas to volunteer for the McMinn Senior Activity Center.

Sales Room/Office Assistant

Responsibilities includes answering the telephone, taking money/writing receipts for sales room, minor office work, and customer service duties. Assist's Member's in signing in for the day's activities and register for programs/classes and directs visitors to offices and staff members as needed. Must have a pleasant and helpful demeanor.

Experience Necessary: Background or experience in clerical office duties and/or sales, helpful, but not required. Some light lifting required (10 lbs.)

Time Commitment: Shifts for the Welcome Desk are 2-4 hours a day.

Program Designated Volunteer

All of the activities, games, and exercise classes offered at the Senior Center are coordinated by a Designated Volunteer. The Designated Volunteer is responsible for the class, activity, or program at every offering; teaching, and leading the activity. Most Designated Volunteers have more than one person to use as a back-up for emergency purposes.

Experience Necessary: Background or experience in leading activity in area of expertise, or a general interest in the activity with enough experience and knowledge to lead activity. Some light lifting required (10 lbs.)

Time Commitment: Depending how many times the program is offered. 2-10 hours per month, or more. Some evenings, Friday night especially.

Kitchen Assistant

Help prepare and serve a nutritious and filling meal for 20-40 people. Prepare food. Ensure that kitchen is cleaned up afterwards and that safety regulations are followed. Ensure food is stored properly.

Experience Necessary: Basic cooking experience-" home cooking" knowledge can be sufficient. Knowledge of nutrition is a plus.

Time Commitment: Shifts are 2-4 hours a day. Must be willing to complete annual McMinn County Health Department food safety class.

Greeter's Desk Volunteer

Assist Member's in signing in for the day's activities and register for programs and classes and directs visitors to offices and staff members as needed.

Experience Necessary: This is a public contact position. Must have a pleasant and helpful demeanor.

Time Commitment: Shifts for the Welcome Desk are 2-4 hours a day.

Event Aid

From time to time, assistance is needed to assist with one of the social events. Duties can include lifting (10 lbs.), moving, decorating, food preparation and distribution, or more.

Experience Necessary: Some light lifting required. Willingness to help and give back to the community.

Time Commitment: 2-6 hours on a monthly basis. Hours vary depending on the event.