

Volunteering at Senior Planet Center

Volunteer Job Descriptions

Front Desk Assistant – needed Mon-Fri – 2 4-hour shifts (9:00 to 1 & 12:30 to 4:30). Pick your day or days and the shift of your choice.

The Front Desk Assistant serves as the first point of contact our visitors have with the Center. The Front Desk answers the phone, email inquiries and keep track of RSVP's. This volunteer position is ideal for someone with customer service experience, is comfortable answering the phone and emails, and able to multitask.

Given the flow of activity at the center, there should be a volunteer at the reception area at all times during opening hours. Typically, staff, the front desk assistant, and the greeter, work together to ensure coverage.

Note: The Front Desk and Greeter roles may overlap at times. For example, when only a Front Desk assistant is present, the Front Desk assumes the Greeter role as well, vice versa.

Greeter - needed Mon-Fri – 2 4-hour shifts (9:00 to 1 & 12:30 to 4:30). Pick your day or days and the shift of your choice.

The Greeter welcomes, gives tours and orients new visitors and current members.

For new visitors, the Greeter shares the types of programs and courses offered, gives a tour of the center, answers any questions that may come up, and guides the visitor through the membership registration process if appropriate.

For current members, the Greeter ensures that members sign in, responds to members' inquiries, and directs the flow of traffic as necessary. This volunteer position is ideal for someone with customer service experience and able to multitask.

Note: The Front Desk and Greeter roles may overlap at times. For example, when only a Greeter is present, the Greeter assumes the Front Desk role as well, vice versa.

Data Entry/Clerical Assistant

The Data Entry/Clerical Assistant keeps track of our membership and registration information at the Center.

The Data Entry/Clerical Assistant enters and files data from new membership forms and daily sign-in sheets into our online database and may serve as a backup for the Greeter.

This volunteer position is ideal for someone who is detail-oriented and comfortable using the Internet. Training is provided for working with the online database. Some work may be accomplished from home.

Tech Talk Host

The Tech Talk Host leads a 20-minute one-on-one conversation related to technology with members at the Center.

The Tech Talk Host works with a member on a technology-related goal for the session based on their existing knowledge and our tech talk guidelines. The ability to manage expectations and redirect members to other technology-related resources is critical as tech talks are not meant to be prolonged tutoring sessions or computer repair consultations.

This volunteer position is ideal for someone who is relatively comfortable with most commonly used technology products and also skilled at communicating about them in a clear manner.

Class Assistant

The Class Assistant helps Senior Planet Technology Trainers lead a formal course on technology for members.

Technology Trainers serve as primary instructors while the Class Assistant helps students that fall behind to get back on track. The Class Assistant may also be asked to assist with tracking attendance, reaching out to students who are absent, and/or managing equipment distribution in the class. Classes generally meet twice a week for 10-weeks and reliable attendance is important.

This volunteer position is ideal for someone with tutoring or teaching experience and is relatively comfortable with most commonly used technology products.

Historian

The Historian is the photographer and/or videographer for the center.

The Historian attends Senior Planet events and documents through the use of digital images and video and saves to the Senior Planet Colorado Google Drive and YouTube.

This volunteer position is ideal for someone with a SmartPhone, camera or video camera who is comfortable with the devices, uploading and downloading photos and video.

Event Assistant

Senior Planet Colorado will be hosting many events throughout each year with the need for assistance. There are various roles at each event such as greeters, tour guides, information guides, hospitality – food and beverage oversight, and duties specific to a type of event.

Sharing Gifts and Talents

We would love to talk to you about things you would like to bring to Senior Planet. Let's discuss your special skills, gifts, and talents and see how to incorporate them into our community and membership experience.

Senior Planet Member Advisory Council

Let your voice be heard and ensure the Senior Planet Center is satisfying the needs and interests of the members. Council members are needed as well as committee chairs for the following positions:

- Creative Expression
- Health and Wellness
- Social Engagement
- Financial Security
- Civic Engagement and Advocacy
- Discussion Group

This council is self-governing and supported by the Senior Planet Colorado staff.