



CITY *of* CALABASAS

Calabasas Senior Center Volunteer Handbook

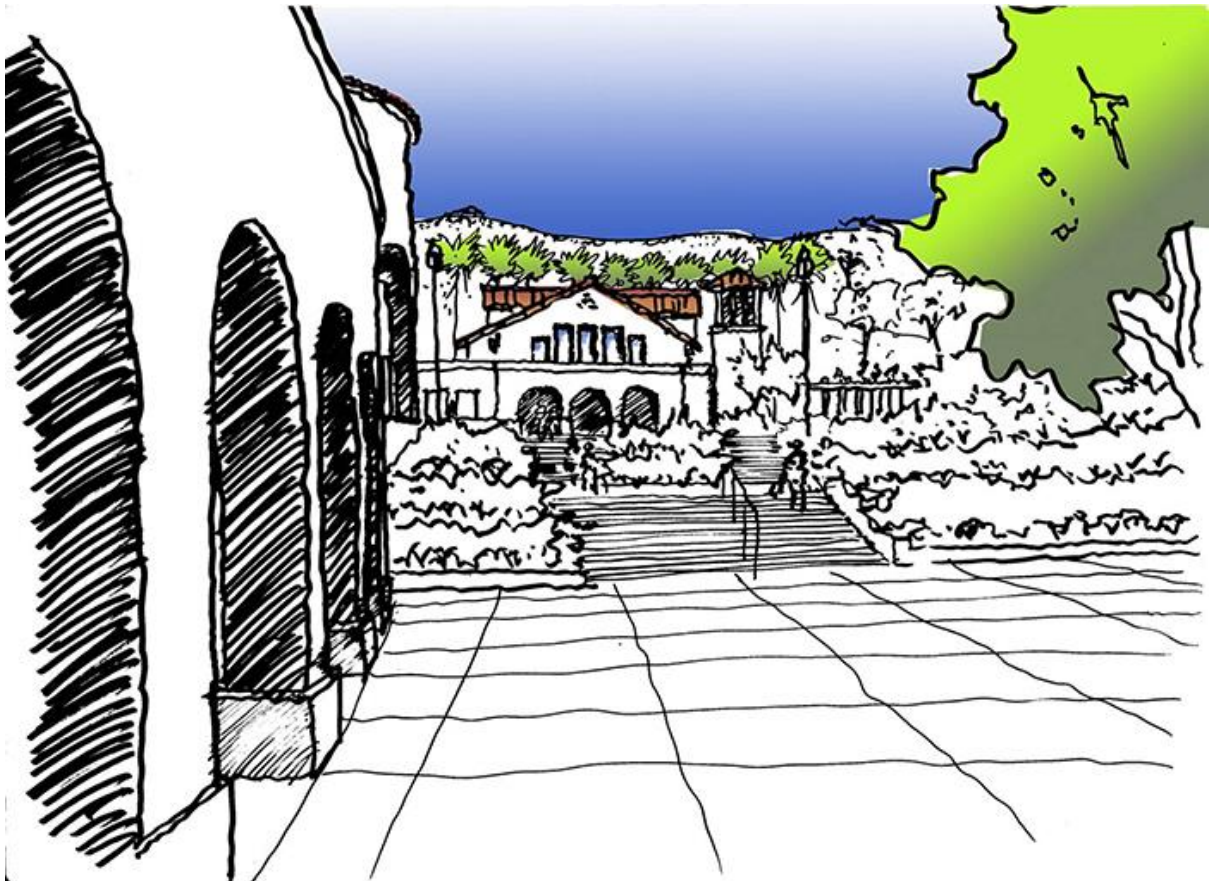


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Welcome Statement

We greatly appreciate your interest in volunteering.

Volunteering is an American tradition that has made immeasurable contributions to communities, organizations, and individuals. We recognize that seniors can contribute a lifetime of experience and talents, and want to enable them to help enrich their lives and the community by volunteering.

We look forward to getting to know you as we work together to support the Calabasas Senior Center and other City of Calabasas programs.

Please read through this handbook carefully and don't hesitate to contact us with questions or suggestions.

We hope you enjoy your volunteer experience!

Kimberly Post
Facility Supervisor
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“Those who can, do. Those who can do more, volunteer.”

Anonymous

Mission Statement

To promote the utilization of skills and talents of its seniors and to encourage the involvement of seniors in promoting and implementing programs that benefit seniors and the entire community.

Benefits of Volunteering

- A chance to make new friends
- An opportunity to enjoy intellectual stimulation
- An opportunity to try something new or develop new skills
- A chance to give back to the community
- An opportunity to engage with a variety of age groups
- The opportunity to enrich the community and make a meaningful contribution
- Experience a sense of achievement and satisfaction

Benefits and Goals of the Senior Center

- Networking and social interaction
- Volunteer opportunities and a sense of self worth for members of our community
- Ability to participate in programs conveniently located in our own community
- More commerce for local business
- Support groups
- Transition programs for recent retirees
- Emotional and psychological support for older residents
- A fun, friendly and safer community

Expectations of the Senior Volunteer Program

The organization is expected to provide:

- An atmosphere of respect and mutual cooperation between volunteers
- A position that suits the volunteer's skills, talents and desires
- An understanding of the organization and its volunteer policies
- Descriptions of duties including who to contact for support
- Adequate training and orientation for the volunteer roles
- Procedure for handling questions and concerns
- Recognition policy

“Volunteers are not paid – not because they are worthless, but because they are priceless.” Anonymous

Expectations of Volunteers

BE DEPENDABLE, RELIABLE AND RESPONSIBLE Let your supervisor know when you are unable to fulfill your responsibility

BE WILLING TO LEARN Orientation and training are integral to any job well done

KEEP ON LEARNING Know about the Senior program and understand your responsibilities

KNOW THE EXPECTATIONS OF YOUR VOLUNTEER POSITION as described in your job description

STAY WITHIN THE BOUNDS OF THE VOLUNTEER ROLE

BE FLEXIBLE and be willing to take advantage of new opportunities

BE RESPECTFUL OF OTHERS AND ACCEPTING OF DIVERSITY

BE POSITIVE AND TACTFUL WITH OTHERS Remember you are a representative of the Calabasas Senior community

HELP DEVELOP TEAMWORK

SPEAK UP Ask your supervisor about things you don't understand. Don't let doubts or frustrations about your position drive you away

ACCEPT GUIDANCE from the volunteer chairperson or supervisor

KEEP SENSITIVE INFORMATION CONFIDENTIAL

TRACK VOLUNTEER HOURS

UNDERSTAND THAT A VOLUNTEER POSITION IS WITHOUT MONETARY COMPENSATION

Volunteer Opportunities

Volunteers will play a vital role in the functioning and activities at the new Senior Center. Currently volunteers have been active in the following ways:

- Archivist
- Historian
- Computer support
- Class evaluations
- Development of program materials
- Special events, both civic and community
- Thank you notes
- Sunshine committee
- Steering Committee and its subcommittees

Some anticipated opportunities after the opening of the Senior Center:

- Attendance monitors / Rosters
- Birthday Club
- Check in desk (membership card swipe)
- Clerical / back office / phone calls
- Escorts for special events
- Facility tour guide
- Informational technology
- Newsletter
- Photographer
- Reception / Information Desk



CITY of CALABASAS

Calabasas Senior Center Volunteer Application

300 Civic Center Way, Calabasas, CA 91302

(Please Print Clearly)

Date _____

Name _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Birthday Month _____ Date _____ Year (Optional) _____

Gender: Female Male

Emergency Contact & Relationship _____

Phone _____ Cell Phone _____

Physical Limitations No Yes (If Yes, please explain)

Special Skills or Qualifications

Skills and qualifications can be acquired through employment, previous volunteer work or other activities such as hobbies or sports. What skills, qualifications, or interests do you have?

Computer Skills: Do you use/know about: Microsoft Word Microsoft Excel

Microsoft Publisher Adobe Illustrator Adobe In Design

Apple Products (MAC, iPad, iPhone, etc.)

I am interested in volunteering in the following areas:

(Check all that apply)

<input type="checkbox"/> Archivist	<input type="checkbox"/> Attendance monitors / Rosters
<input type="checkbox"/> Historian	<input type="checkbox"/> Birthday Club
<input type="checkbox"/> Computer support	<input type="checkbox"/> Check in desk (membership card swipe)
<input type="checkbox"/> Class evaluations	<input type="checkbox"/> Clerical / back office / phone calls
<input type="checkbox"/> Reception / Information Desk	<input type="checkbox"/> Escorts for special events
<input type="checkbox"/> Special events, both civic and community	<input type="checkbox"/> Facility tour guide
<input type="checkbox"/> Thank you notes	<input type="checkbox"/> Informational technology
<input type="checkbox"/> Sunshine committee	<input type="checkbox"/> Newsletter
<input type="checkbox"/> Steering Committee and its subcommittees	<input type="checkbox"/> Photographer

Please give a brief statement as to why you are interested in volunteering:

Transportation: (How you will get to your assignment)

Circle: Car Walk Bus/Van Taxi/Car Service

Availability: When are you available for volunteer assignments?

Mon. Tues. Wed. Thurs. Fri. Sat. Sun.
 AM PM AM PM AM PM AM PM AM PM AM PM

As a volunteer, I will give my services and time without compensation, or expectations of benefits.

The undersigned hereby agrees to defend, indemnify, and hold harmless the City of Calabasas and its officers, employees, and agents from and against all loss, liability charges and expenses (including attorney's fees) and costs which may arise by reason of participation in any program. I further agree to pay any and all costs incurred as a result of said treatment. I agree to carefully inspect and satisfy myself that the facilities provided are reasonably safe for their intended use. Once having conducted the inspection, I agree to expressly assume the risk of participating at the premises. I understand the City retains the right to use photos taken during activities for publicity purposes.

Volunteer's Signature

Date

I have read and understand the Expectations of Volunteers in this handbook.

Contact Information:

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Volunteer Coordinator
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