



## **Rich Township Senior Center Volunteer**

**Position Title:** Senior Services Volunteer

**Reports To:** Senior Services Coordinator

### **Position Summary:**

Support the Senior Services Department by assisting with programs, activities, and administrative tasks to create a welcoming and engaging environment for seniors.

### **Key Responsibilities:**

- Facilitate and participate in recreational activities and programs for seniors.
- Provide companionship and assist with meal services or refreshments.
- Support staff with administrative tasks, including data entry, managing participant records, and answering phones.
- Help maintain a safe, clean, and welcoming environment for seniors.
- Perform all other duties as assigned.

### **Qualifications:**

- Patience, empathy, and strong interpersonal skills.
- Basic administrative skills, including proficiency with computers and phones.
- Must have a valid driver's license, vehicle insurance, and dependable transportation.
- Ability to lift up to 25 pounds and adapt to changing program needs.

### **Time Commitment:**

Flexible schedule based on program needs.

**Interested in volunteering? Questions? Email us at [volunteers@richtownship.org](mailto:volunteers@richtownship.org).** Join Rich Township and make a meaningful difference in the community!