

Senior College Volunteer Opportunities

Classroom Assistant

Why don't you get involved at Senior College without going anywhere that you aren't already planning to go? Volunteer to be a class assistant for the class that you are attending. You will get acquainted with the instructor and everyone will get acquainted with you. It is simple--just pass out (and collect) name tags, help the instructor obtain what he/she needs and pass out the textbooks, if supplied, for your classmates. It's fun to be an important but easy part of what is happening.

Community Service

Here are the community services volunteer opportunities available to Senior College members:

- Making calls to seniors to check on their need for food baskets for the holidays for the Neighbor for Neighbor project (during month of October)
- Spending one hour reading to elementary school children for READ ACROSS AMERICA (first week in March)
- Reading to a Kindergartener at the Weymouth school in Morrill (one hour a week during the school year)
- Helping with nutrition programs in Swanville, East Belfast, and Frankfort schools (one hour a week during the school year)
- Mentoring students in Searsport High and Middle Schools (one hour a week during the school year)
- Tutoring students in various subjects at the college level at the Hutchinson center (one hour a week during a semester)

Curriculum

The broad mix of top-notch courses that distinguishes Senior College is put together by the Curriculum Committee. Through meetings, phone calls, and e-mails, we attempt to create a selection of challenging and compelling classes with a little something for everyone.

If you enjoy brainstorming with a handful of interesting people, you might get a kick out of sampling one of the lively meetings of this group, which take place fewer than a half-dozen times a year. (Ask at the Senior College office.) In addition to coming up with new course ideas, we are always trying to learn about potential instructors — and you don't have to be on the committee to recommend someone you know or have heard about.

We are also looking for detail-oriented volunteers who can help with the various clerical chores involved in producing the course catalog, corresponding with past, present, and prospective faculty members, and orchestrating the annual faculty-appreciation luncheon.

Festival of Art

Each May Senior College sponsors the Festival of Art at the Hutchinson Center to provide artists 50 years of age and over an opportunity to display their art to the community. If you would like to volunteer to support this effort, here are the opportunities---

- A ***greeting table volunteer*** greets visitors to the Festival of Art as they arrive, asks them to sign the guest book, and provides name tags to Festival Committee members and artists.
- A ***security volunteer*** is present during the Festival of Art to ensure that the art on display is protected. This may involve, at most, a friendly reminder to visitors who try to touch the art.
- A ***food preparer*** provides finger food for the Festival of Art reception.

Front Desk

The Senior College office is the contact point for both members and non-members to get information about Senior College classes, activities, and volunteer opportunities. The volunteer responds to questions, insures that all incoming transactions are dealt with, and passes information to the right parties. It can be pretty busy at times, and there are occasions when you value the book you brought with you, but the office volunteer is always crucial to the smooth running of Senior College.

In particular, the office volunteer answers the telephone, opens the mail, and responds to walk-ins. The volunteer checks membership, course, and special event registration forms making sure that they are properly completed, and that correct payments have been received and passed on to the treasurer. The volunteer contacts the appropriate individual to resolve any discrepancies. The office is staffed at the Senior College office at the Hutchinson Center every Thursday throughout the year, usually by two volunteers:

	<u>AM</u>	<u>PM</u>
From course catalog publication until classes begin:	10am – 12:30pm	12:30pm-3pm
While classes are in session:	9am – 12noon	12noon-3pm
At all other times:	10am - 12:30pm	Closed

For additional information or if you have questions, please call the Senior College office (tel. 338-8033).

Mailings

Each year 10 Newsletters and 3 course catalogs are mailed to Senior College members to keep us informed about Senior College courses, events and people. For each mailing a group of 8 to 12 volunteers assembles at the Hutchinson Center to collate, fold, tape, label and otherwise prepare the documents for mailing. This usually takes 1 to 2 hours from start to finish. Help share the news about Senior College and at the same time get together with your Senior College friends for an hour or two. Those who have done it will tell you it is a lot of fun.

Membership

The Membership Committee needs people with a variety of skills—people with computer “know-how” in Access or Excel to maintain our database, and people who love to attend events, talk to people, and sign up future scholars and teachers for Senior College.

Our major job is to maintain an accurate list of members, prospects, honorary members, faculty etc. This information is used to print labels for our newsletters, course catalogs and special event mailings.

We set up Senior College membership tables at our special speaker’s events throughout the year, at pre-conference events leading up to the Camden Conference, and the Energy Symposium. One of our biggest events and a source of new members is the annual Festival of

Art held at the Hutchinson Center in the spring. We need many volunteers at the membership table during the multi day event. We also go out into our communities and speak at Rotary meetings, retirement homes, and Realtor lunches etc. We try to keep our flyers visible at local libraries.

For prospective members we send our newsletters and course catalogs for three months, followed by a letter encouraging them to join. At the end of our fiscal year in May, we send out renewal letters to our membership. All this takes many hands and a willing heart to make our Senior College work and grow. We treasure our volunteers and encourage your participation.

If you have any questions or would like to volunteer, call the Senior College office at 338-8033.

Newsletter

The Newsletter is issued 10 times a year to keep members informed about current events and activities at Senior College. People with a variety of skills are required to keep this terrific source of information going—

- People who like to write o
- People with ideas to share about what they'd like to see in a newsletter
- People who have a few hours a month to copy the newsletter at the Hutchinson Center
- People with experience in web design or html
- People who would like to learn any of the above

All will be welcomed with open arms.

Public Relations

The Senior College Public Relations Committee promotes and advances the mission of Senior College to area residents and organizations as well as establishes and maintains communications with Senior College members, volunteers and faculty. Volunteers are welcome to work with us on all aspects of public relations including community outreach, marketing, updating resources, identifying strategic partners, and maintaining ongoing collaboration with diverse aspects

of Senior College. We actively work to connect Senior College throughout the community.

Responsibilities include

- coordinating information with the Newsletter editor,
- maintaining ongoing collaboration with Senior College's Membership, Special Events, Curriculum, Community Service and Volunteer Committees
- promoting Senior College through a Speaker's bureau, open house events and other outreach efforts, including membership
- cooperating in implementing Senior College faculty appreciation and member volunteer recognition events
- collaborating with community organizations as well as other Maine Senior Colleges and the Osher Lifelong Learning Institute

Special Events

Remember those terrific trips offered by Senior College---the Penobscot River cruise, the trip to the Maine Botanical Garden, the weekend in the Berkshires for the Tanglewood concert and other cultural events, the tour of the Sprague Energy port facility at Mack Point in Searsport, and the fascinating visit to Jackson Laboratory in Bar Harbor? What these trips all have in common is that they were planned, organized and carried out by members of Senior College's Special Events Committee. So if you have ideas about educational or cultural activities that would be of interest to Senior College members, the Special Events Committee is your opportunity to see those ideas to fruition. We are always looking for people with new ideas and a willingness to help to see them through. You don't have to be a professional tour director to do this. Those who have planned trips will be more than willing to share their experiences with you.