

# Volunteer Opportunities

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*Below are suggestions of some of the opportunities available at the COA and Community Center, there are many more too! Please feel free to let us know how you think you might assist us. Many opportunities require us to complete a CORI check before you volunteer.*

## **Clerical work in COA office**

The COA office needs help with clerical duties such as filing

## **Friendly Visitor Program**

Volunteer to visit a senior who is isolated or shut in.

## **Data Entry COA office** (attendance records)

The COA is required to provide statistics on participation in various events and this must be entered into a central data base. This job requires a couple hours per week, and some basic computer skills.

## **Legislative Coordinator**

There are many new bills introduced every year on a state and national level that affect senior citizens. We would like to find someone who will monitor these bills and help get the word out to the seniors of Lancaster on topics that may be of importance.

## **Trip Leader**

We take approximately 2 to 3 days trips each month. We always send a staff member to ensure that things run smoothly and to handle any unforeseen circumstances. If we had volunteers to do this, it would free up more staff time.

## **Meal Preparation and Clean Up**

We can use volunteers who would occasionally help prepare lunch in the Senior Center.

## **Equipment Loan Coordinator**

The COA loans out medical equipment free of charge. The storage room is always in need of organization and we could use some assistance with inventory control. This requires minimal time, maybe an hour or two every other week.

## **Respite Care**

Family members who are caring for elderly relatives often need a break for a few hours. We would like to be able to offer the names of volunteers who could provide relief.

## **Fitness Coordinator** (all aerobic exercise classes, yoga, and Tai Chi)

The COA offers many forms of exercise. The attendance record keeping and collection of fees is a time-consuming task for the staff that might be able to be done by a volunteer.

## **Intergenerational Event Coordinator**

The COA recognizes the importance of helping the generations to "mix." We would like to see more intergenerational events planned and carried out.

## **Serve on the Board of Directors**

The Board of Directors serves as the Selectmen's advisory group. They monitor the work of the COA and help set goals and objectives for the staff.

## **Teach a complimentary class**

The COA is always interested in offering a variety of educational, recreational, and cultural classes.

## **Deliver Meals on Wheels**

The COA delivers meals once a week to Harvard seniors who have signed up to receive this service. This is a 2 hour per week commitment and can be shared with another volunteer.