

*“Volunteering can be an exciting, growing, enjoyable experience. It is truly gratifying to serve a cause, practice one’s ideals, work with people, solve problems, see benefits, and know that one had a hand in them” ~ Harriet Naylor*



## OLLI@Pacific Volunteer Descriptions

### OUTREACH EVENTS & PROJECT VOLUNTEER ROLES

*Short-term, episodic, or one-day commitments*

#### Assist at OLLI Events

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- Receptions:** Be part of the excitement of each new term: greet attendees and faculty, assist with class registration, or assist at the volunteer table. Introduce newcomers to veteran OLLI members. Volunteers will be able to participate in the event to hear from the upcoming term’s instructors and meet new OLLI members. *Time commitment:* 2-3 hours.
- After Five:** Make an announcement preceding the lecture inviting attendees to join you for an informal no-host dinner gathering. Meet and greet attendees for further discussion on the lecture topic. *Time commitment:* 60-90 minutes.
- Photographers:** Use your skills to assist OLLI in creating a photo journal of its members and events for publication and historical archives. Digital camera required. *Time commitment:* Varies.

#### Promote Lifelong Learning

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- Outreach:** Meet the community and share your personal experiences as an OLLI Member. Help staff an OLLI information booth at popular annual events. *Time commitment:* 2-3 hour shifts.
- Catalog Distribution:** Distribute OLLI promotional materials to businesses and organizations in your community and within your sphere of influence. *Time commitment:* Depends on geographic area covered, type of distribution, and transportation to/from sites.
- Writer:** Write short articles for the OLLI newsletter, such as a member interview or volunteer profile, or for local publications in coordination with OLLI staff. *Time commitment:* Varies.

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OLLI@Pacific **Mailing Address:** 3601 Pacific Avenue, Stockton, CA 95211

Office Address: 1776 W March Lane, Suite 332, Stockton, CA 95207

Phone: 209.946.7658 or 209.956.2424 ● Fax: 209.946.3916 ● [www.go.pacific.edu/olli](http://www.go.pacific.edu/olli)

## ***Provide Member Support Services***

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- Welcome Calls:** Strengthen connections. Place calls to newcomers and welcome them to the OLLI community. Share information and remind them of added benefits. New members often don't realize all the added benefits and opportunities that OLLI offers its members. *Time commitment:* Varies.

## ***Provide Office Assistance***

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- Semester Preparation:** Work with a team in advance of processing new registrations by collating material and stuffing envelopes. *Time commitment:* 2-3 hour shifts.
- Record Evaluations:** Use your computer skills to tally instructor evaluations, input instructor ratings and comments into an excel spreadsheet. *Time commitment:* 2-3 hour shifts weekly.

## **CLASSROOM AND LECTURE HALL VOLUNTEER ROLES**

*Commit for the duration of a course or series of lectures.*

## ***Provide Program Support***

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- Class Ambassadors:** Get to know other members as you greet and check in OLLI members and guests for each session. Distribute, collect and deliver evaluations to the office. Introduce instructors. Refer members or instructors needing assistance to appropriate resources within OLLI or the off-site location. Ambassadors can work as a team. *Time commitment:* 20-30 minutes per class session, including arriving early for check-in.
- Interest Group Facilitators:** Coordinate small groups of OLLI members to study a topic of mutual interest. The Facilitator schedules meetings, sends meeting reminders, provides a brief summary of each meeting to the members, and works with OLLI staff to review, update and apply policy guidelines for Interest Groups. Interest Group Facilitators coordinate a specific Interest Group in which they are an ongoing participant. Facilitators can work as a team. *Time Commitment:* Depends on group meeting schedule.

Date: \_\_\_\_\_

## OLLI@Pacific - Volunteer Interest Form

Please indicate ALL areas of interest for OLLI@Pacific volunteer opportunities. You will be contacted to acknowledge your interest and answer any questions. When these volunteer opportunities occur, you will be contacted to confirm your continuing interest and availability for any specific opportunity. Detailed information about volunteer roles can be found at: [www.go.pacific.edu/olli](http://www.go.pacific.edu/olli)

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Preferred phone: \_\_\_\_\_ Email: \_\_\_\_\_

City of Residence: \_\_\_\_\_ Zip: \_\_\_\_\_

### **OUTREACH EVENTS & PROJECT VOLUNTEER ROLES** *involve short-term, episodic, or one-day commitments.*

- Assist at **receptions**
- Host **After Five** discussions  Stockton  Lodi
- Photograph** classes, lectures, and events
- Man a table at community **outreach** events (Alumni Weekend, Medicare Benefits Fair, etc.)
- Distribute **catalogs** (hand deliver to churches, medical offices, businesses or libraries)
- Write** for the OLLI Newsletter
- Make **welcome calls** to new members
- Stuff registration envelopes for the **semester**
- Record **evaluations**

### **CLASSROOM AND LECTURE HALL VOLUNTEER ROLES** *involve a commitment for the duration of a course or series of lectures. Volunteers can work as a team.*

- Assist with session sign-ins and introductions as **Class Ambassador**
- Facilitate an **Interest Group**

### **AREAS OF EXPERTISE AND SPECIAL INTEREST**

*Please share areas of expertise so that OLLI is aware of all that you have to offer.*

- Journalistic Writing
- Public Speaking
- Fund Raising
- Event Planning
- Volunteer Coordination
- Other: \_\_\_\_\_

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