

RSVP Bulletin Board

The Retired and Senior Volunteer Program (RSVP) has over 700 individuals assisting in our community. Call RSVP Director Cecilia Salaz 546-2002.



- **Tutors needed to work with adult students who are learning to read, studying for their GED or learning to speak English. Previous teaching experience and bilingual ability not necessary. Volunteers need good communication skills. Resources and appropriate supervision provided.**

- **Office assistance** for Wednesdays (August through May) to help take reservations for free training classes; sort and place labels on gently used library books for donation to needy organizations throughout Pima County; assist librarian in placement of books online and onto the lending library shelves, individuals with data entry skills also needed. Volunteer **Coach to read one-on-one with students** in grades 1-3 at an elementary school located near you. Free volunteer coach training and books for the children are provided. Goal is to increase the child's ability and love of reading.

- Another local food bank needs your help in the **warehouse sorting** fruits, vegetables and other perishable items. Drivers and or riders needed for Food Bank truck. Groups to help pack food boxes and food bags; no heavy lifting.

- **Drivers needed** to deliver and pick up meals at local hospitals for delivery to the homebound. Valid driver's license is required. Customer service skills needed for typing, computer and telephone. Morning or afternoon shift available. Training provided.

- **PCOA/RSVP** could utilize individuals with computer skills for data entry. Volunteers for short term projects needed on an on-going basis.

- **Explore the possibility of becoming a tutor for adults for basic literacy (reading & writing) and English skills. Eager adult students are waiting for tutors. Volunteer orientation is no-commitment information sessions about the mission, volunteer opportunities and impact.**

- **Teach senior citizens to become computer literate.** Classes are for adults who may or may not yet own a computer, but who want to be able to communicate with their family and/or friends.

- **Become a C.A.S.A. community volunteer who is appointed by a juvenile court judge to represent the best interest of abused and neglected children who are involved in court proceedings. Be "The eyes and ears of the judge," to help determine whether abused and neglected children can be returned safely to their families or whether they should be permanently placed in a foster or adoptive home. C.A.S.A.'s make a profound and lasting difference in the lives of the children for whom they advocate. Background checks are performed and training is provided.**

- **Animal care volunteers to help with daily care and feeding of a variety animals. Animal exhibit surveyor monitors animal behavior at exhibits on grounds and records their activity; greeter to greet and welcome guests as they arrive on the front patio; Raptor free flight narrator needed to provide an educational outdoor presentation with live birds of prey, flying freely including natural history information about the birds as well as commentary on the birds behavior during the demo; Raptor handler assists with daily care and feeding of raptors and participates in daily Raptor free flights demonstrations; Security volunteers to assist security staff with visitors, assists calls, for special events and in first aid cases.**

- **Receptionist** to document and answer direct telephones calls; greet applicants and ensure preliminary forms are completed. Schedule intake appointments and make reminder telephones calls. **Intake Specialists** will determine work history, barriers to employment and current job interests of all registered job seekers. Discuss with job seeker employer requirements as they relate to job. Excellent verbal and written skills and knowledge in interview techniques. **Community Representative** - recruits employers by calling upon and speaking to interested employers, clubs and benevolent organizations to promote MWC services and the value of mature workers in the workplace.

- **Volunteers to help with clerical work:** duties vary with departments and may include data entry, filing, placing documents in numerical order, sorting and stapling. Training will be provided.

- **Sign up today and gain the immediate satisfaction of giving back to others. No prior tax experience is required. Greet all taxpayers and ensure each taxpayer has the necessary information; provide resource referrals to taxpayers based on personal information; provide free tax return preparations assistance to taxpayers in the community; provide coordination, organization and supervision for all aspects of site locations: responsible for the transmission of e-file returns as well as the correction and retransmission: provide free interpreter services at a site; plan and deliver; instructor (train the trainer) as well as new and refresher training for courses for assigned sites; go out into the community and speak with individuals or families about the tax program. Free tax training is provided. Tax program locations in the Tucson and Green Valley area.**

- Experience Corps engages seniors in **tutoring and mentoring** elementary school students struggling to learn to read. You will need to meet various qualifications. 55 or older, proof of citizenship, high school diploma or GED, 10 month commitment, 12 hours a week, like to work with children (K-3) and like to read. You will receive a monthly stipend of \$200, and a \$1000 end of service educational award, free on-going trainings, meet new people and develop new skills.

Personal Budgeting Assistance Program is in need of a volunteer team leader who is responsible for assigning qualified clients to volunteer bill payers. Services may include; develop a budget for the client to follow, organize client's bills and prepare check for signature and attendance of a once-a-month meeting. Training provided.

- **Local Food Bank:** Volunteer to complete data entry and help track food box distribution; will watch over and work in our garden; assist driver in collection of food from grocery stores and delivery to warehouse for storage. **Bilingual volunteers are needed** to talk with people about Food Bank programs.

- Several openings for light clerical positions and in the Surgery Lobby as a liaison. Weekend positions open for the information desk. Training provided.