



## VOLUNTEER SERVICES

<i><b>FOR MEMBERS</b></i>	
<b>Administrative Tasks</b>	Organize paperwork, complete medical and dental forms, sort and review mail, draft correspondence, notarize documents
<b>Downsizing and Donations</b>	Organize, store, sell, donate, and display collections; organize, pick up, and deliver donations to area centers
<b>Electronic Support</b>	Set up, tutorial, troubleshoot and minor repair of televisions, radios, kitchen and bath appliances, yard tools and medical equipment
<b>Escort, Companion, and Special Assistance</b>	Escort for grocery shopping, errands, medical appointments; companion for coffee, regular visits, social outings, hobbies, reading, and telephone reassurance
<b>Gardening and Yard Work</b>	Indoor plant maintenance; outdoor landscaping, and raking/removal of leaves
<b>Home Maintenance (heavy)</b>	Move furniture and rugs, flip mattresses, haul collections and boxes, weather-proofing, paper recycling, electronic and hazardous waste disposal
<b>Home Maintenance (light)</b>	Change light bulbs, minor fixture repairs, seasonal packing and storage, brief absence services (water plants, pet care, mail pick up)
<b>Home Safety Awareness</b>	Pre-assessment for falls prevention, home safety, personal medical alert systems, and occupational therapy readiness
<b>Inclement Weather Support</b>	Advance sidewalk prep, snow shoveling and removal, digging out the car, ice removal
<b>Meals</b>	Food delivery, transition support from hospital to home
<b>Neighborhood Errands</b>	Grocery shopping, pharmacy, dry cleaning, post office, pet walking
<b>Technology Support</b>	Set up, programming, tutorial, troubleshooting and minor repair for software, printer, copier, fax, scanner, smartphone and iProducts; tutorial for social media interface
<b>Transportation</b>	One-way/round-trip for errands, appointments, and events
<b>Transitions Support</b>	Customize team support transitioning between home to hospital, rehabilitation, assisted living and other health-care facilities.
<i><b>FOR THE ORGANIZATION</b></i>	
<b>Board Policy / Project Support</b>	Provide research, data collection, background information, etc. on issues relevant to the operation of the Board of Directors

<b>Committee Support</b>	Research, database, public relations, report writing, event planning, support for DCV Committees (Live and Learn, Membership, Sunday Soup, etc.)
<b>Food Support</b>	Maintain lists of members and volunteers to make food deliveries, organize food committees for special events, research food delivery services
<b>Fundraising</b>	Fundraising strategy, committee work, support through phone and mailing communications
<b>Marketing and Communications</b>	Provide committee support to promote the mission and goals of the organization; media relations; newsletter stories; marketing strategies; promoting the DCV brand; support community outreach initiatives
<b>Member and Volunteer Relations</b>	Periodic telephone calls to members and volunteers; update emergency contact forms; send correspondence to individual members
<b>Newsletter Assistance</b>	Research, write articles; edit and proofread newsletter copy
<b>Office Assistance</b>	Database entry, email lists and distribution, mass postal mailings, financial records, meetings/events support, maintain vendor lists
<b>Office Receptionist</b>	Greet guests, answer phones, record messages, distribute mail, prepare mailings
<b>Outreach</b>	Liaison with DCV partners and community organizations; e.g. businesses, hospitals, universities, schools, ANCs; intergenerational initiatives
<b>Program Coordinator- Volunteers</b>	Manage member requests; recruit, vet, train and recognize volunteers; collect and record data; administrative organization
<b>Project Management</b>	Monitor grants, collect data, write reports, oversee ad hoc project
<b>Resource Management</b>	Update historical, publicity, events, awards, speakers, and other archives
<b>Training</b>	Provide training for volunteers and members on various issues and topics
<b>Website and Social Media</b>	Develop and update website copy; research, develop and maintain social media outlets