

SIMI VALLEY SENIOR CENTER
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Senior Services Assistant Manager
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Meals On Wheels Coordinator
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Meal Site Coordinator
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Secretary
583-6363

Volunteer Coordinator
583-6031

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.”

Margaret Mead

SIMI VALLEY SENIOR CENTER

VOLUNTEER OPPORTUNITIES



“No matter how big and powerful government gets, and the many services it provides, it can never take the place of volunteers.”

Ronald Reagan

Guidelines For Volunteers

Being a volunteer at the Senior Center (Center) means that you have committed (to the best of your ability) to do an activity that holds some special interest for you. You have become part of the team that represents the Center and strives to provide excellence in customer service. The following guidelines were developed to let you know what is expected when you volunteer at the center.

I will respect all participants and staff at the Center and be courteous at all times.

I will be neat and clean in appearance.

I will be punctual for activities I have committed to do.

If unable to fulfill my commitments, I will call the office or appropriate leader of an activity.

I will stay to the end of an activity or shift I volunteer to do.

I will log in my volunteer hours.

I will keep in confidence the services used by seniors at the Center.

If I encounter a problem with participants at the Center, I will seek out Center personnel for their help.

If I don't know something, I will ask, rather than give out incorrect information.

"We make a living by what we do, but we make a life by what we give."

Winston Churchill

Technology Center

Sit & Click

The Senior Center has a Technology Center equipped with 21 computers available for seniors to sit, click and print, navigate the internet, and use for personal projects. The volunteer in this room monitors internet use and helps with general questions. Being comfortable working with people and computers is necessary to volunteer as a computer monitor.

Time Required: Minimum 2 Hours

Activity Level: Low

Frequency of Participation: Once a Week

Shifts Available: Varies



COA (Council On Aging)

The COA Executive Board act as advisors to the City Council concerning senior issues and concerns. They are all **elected volunteers** (2 year terms) and are required to be sixty years of age or older, and reside in the City of Simi Valley. They have the responsibility of overseeing the committees in charge of the fundraising programs at the Senior Center. The funds generated from these activities financially support programs for the seniors such as the Senior Share Program, Lifeline, Rendezvous Café, and Meals On Wheels Program.

Time Required: Varies

Activity Level: Low to High

Frequency: Assigned by Chairperson

Library

Donations of books, videos and DVD's are made to the Senior Center on an ongoing basis. These donations must be sorted and arranged in the bookcase.

Time Required: 1 or 2 hours

Activity Level: Low to Moderate

Frequency: As Needed



Introduction to Volunteering

The City of Simi Valley was incorporated on October 10, 1969. This small oval basin of land surrounded by mountains has grown to become home to many families and individuals. One of the fastest growing segments of the population in Simi Valley are residents 50 years and older. They are a priceless group of people who have a history of volunteering within their community and want to continue giving back.

In recognition of the fact that there are so many active seniors in Simi Valley, the City undertook an expansion project and added approximately 14,000 sq. ft. to the existing Senior Center. The result is one of the premier senior facilities in Ventura County. Thanks to the efforts of a large number of active volunteers, the Simi Valley Senior Center has become one of the most important community resources serving seniors. Seniors meet at the center for many reasons including fellowship, nutrition, exercise, learning opportunities, and just plain fun.

This booklet outlines and describes some of the volunteer opportunities available at the Senior Center, where giving a little time to help others will enable you to share the talents you may have considered "retired."

Senior Travel Program

Day and overnight trips are offered through the Simi Valley Senior Center. Tour escorts are recruited and trained to facilitate the smooth operation of these excursions, including checking in and welcoming passengers, handing out luggage tags, checking rosters, providing confidential medical forms in an emergency, reviewing trip information and ensuring all passengers are accounted for at all times, and collecting trip evaluations. Tour escorts attend the trip at no cost and on overnight trips a companion may attend for half price.

Time Required: 30 minutes prior to trip departure and the duration of the trip

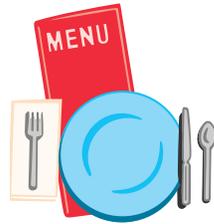
Activity Level: Moderate

Frequency: Dependent upon the number of escorts available for that calendar year

Ambassador

Greet newcomers, give walking tours of the Senior Center, answer phones, schedule appointments, replenish coffee, make copies and perform other clerical tasks as needed. Requires a friendly, outgoing personality, computer skills and the ability to handle multiple tasks at once.

Time Required:	Shifts are 3 or 4 hours each between 8:00 a.m. and 5:00 p.m.
Activity Level:	Moderate
Frequency:	2 or more days a week (Monday through Friday)



Rendezvous Café

Monday through Friday beginning at 9:00 a.m. to approximately 1:00 p.m., the kitchen is busy preparing food for the Meals On Wheels program and congregate meals served midday to the seniors in the Rendezvous Café at the Senior Center. Assistance is needed assembling food for the Meals On Wheels program and preparing and serving lunch. Kitchen positions require mobility, the ability to take direction, cooperation with others and a friendly smile. There are also low impact tasks such as wiping tables, setting and removing condiments and centerpieces, and checking in clients for lunch.

Time Required:	9:00 a.m. to 1:00 p.m.
Activity Level:	Low to High
Frequency:	1 or more days a week

Meals On Wheels

People willing to deliver meals to homebound seniors are a necessity. Volunteers transport meals in their personal vehicles and deliver them right to the door. Routes are developed to minimize driving and volunteer drivers are reimbursed for mileage. This task requires lifting, the ability to walk up and down stairs, a DMV check, and fingerprinting.

Time Required:	10:30 a.m. to 1:30 p.m.
Activity Level:	High
Frequency:	1 or more days a week or ability to be called as a substitute driver.



Senior Share Program

The Senior Share Program provides food to low-income seniors. Brown bags are packed with donated food items (approximately 8 pound bags) and taken to the curb in front of the Senior Center for distribution to pre-qualified individuals. There are carts available for moving the bags to the curb where they are lifted and placed into seats or trunks of cars, which begin to line up at 9:00 a.m.

Time Required:	7:00 a.m. for food packing and 9:00 for distribution
Activity Level:	Moderate
Frequency:	Once a Week - Tuesday Mornings

Newsletter

Seniors receive news and information about activities available at the Senior Center via a newsletter. Help is needed to fold this publication once a month in the morning.

Time Required:	8:30 a.m. to 11:00 a.m.
Activity Level:	Low
Frequency:	Once a Month