



LETHBRIDGE
Senior Citizens
ORGANIZATION

VOLUNTEER ENROLLMENT

LSCO
Volunteers
have



- LSCO VOLUNTEER POLICY STATEMENT
- LSCO VOLUNTEER RIGHTS & RESPONSIBILITIES
- LSCO VOLUNTEER JOB DESCRIPTIONS
- LSCO VOLUNTEER ENROLLMENT FORM

LSCO VOLUNTEER POLICY STATEMENT

To achieve the goals of the LSCO is to receive active participation of citizens of the community. The LSCO accepts and encourages involvement of volunteers with the LSCO programs and activities. LSCO staff is encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and assist in recruitment.

LSCO Volunteer Rights & Responsibilities

Volunteers have the right to:

- A position that is worthwhile.
- Be treated with respect and dignity.
- Refuse an assignment.
- Discuss questions or concerns in a confidential manner with the Volunteer Coordinator.

Code of Conduct:

- Volunteers must conduct themselves in a friendly, courteous, cooperative manner.
- Be truthful and honest.
- Have good personal hygiene.

Volunteers have a responsibility to:

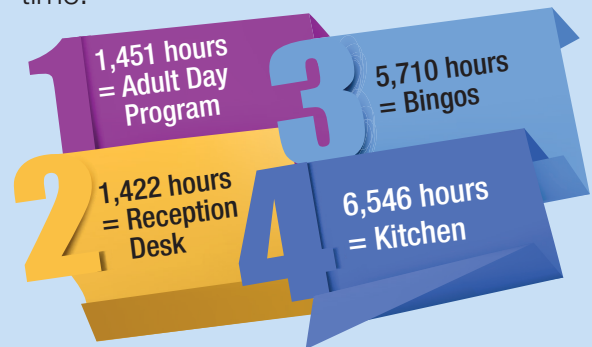
- Support this mission and values of LSCO.
- Be punctual, dependable and reliable in the performance of their duties.
- Work within the parameters of their volunteer job description.
- Provide LSCO Coordinator with adequate notice if they need to reschedule or cancel their volunteer position.
- Scan their LSCO key fob and correctly log volunteer hours.

Benefits of a LSCO Volunteer

- Meet a new friend.
- Gain new experiences.
- Give back to your community.
- Have fun.
- Stay active.
- Help LSCO raise needed funds.
- Share your knowledge and experiences.
- Create a fun and happy atmosphere for our members to enjoy.
- Help keep meal costs affordable for LSCO members and guests.

FUN STATS

LSCO has over 500 individuals registered as volunteers. In 2012 these volunteers logged over 29,000 hours of volunteer time.



Just to name a few areas where LSCO is served by volunteers.

VOLUNTEER POSITIONS

Support Services

ADULT DAY PROGRAM

Tuesday to Thursday, 12:30 pm ~ 4:00 pm

Volunteers required to:

- Visit, play games and enjoy entertainment.
- Serve coffee and goodies to seniors with disabilities.

SUPPORT SERVICE PROGRAMS

Volunteers required throughout the year.

1-3 hours:

- Assist the Podiatrist with scheduled appointments.
- Assist with events such as *The Housing Fair*.

CARE CAR DRIVERS

Monday to Friday, mornings or afternoons

Volunteers required to:

- Pick up and drive LSCO members to medical appointments, wait for them and drive them home again.
- Drivers must carry \$2,000,000 liability insurance on their vehicle.

Programs, Services, Events & Activities

PROGRAM INSTRUCTORS

A variety of recreation, leisure and lifestyle programs are held throughout the week.

- Individuals with specific talents and skills are welcome to volunteer to teach.
- Experience may be required.

WINNER'S BINGO

Monday & Thursday, 11:00 am ~ 4:00 pm

Positions available:

- Bonanza/Balls
- Cash Control/Pay Master
- Pay Me/Wheels/Satellite/Control
- Pay Runner/Cage • Floor (4)

LSCO BINGO

Wednesdays, 12:30 pm ~ 3:00 pm

Positions available:

- Caller
- Canteen
- Card Sellers

LSCO NEWSPAPER DELIVERY

Distribution of LSCO's monthly newspaper.

- Couple of hours once every month.

CLEVER CRAFTER'S BOUTIQUE

Monday to Friday, 2 shifts daily

10:00 am ~ 12:30 pm OR

12:30 pm ~ 3:00 pm

Positions available:

- Sales personnel required to assist customers purchasing handcrafted items.
- Counting money, writing sales receipts and making change.

LIBRARY

Open to Members Monday to Friday

8:30 am ~ 4:00 pm

Volunteers required to:

- Label new books.
- Shelve returned books.
- General upkeep and tidiness.

FUNDRAISING

Fundraising events held throughout the year.

Various positions include:

- Selling raffle/event tickets.
- Tradeshow booth host.
- Set-up/tear-down assistance.
- LSCO information booth.



VOLUNTEER POSITIONS

Food Services

FOOD PREPARATION

Monday to Friday, 9:00 am ~ 12:30 pm

Assist in the preparation of food:

- Peel and chop different foods.
- Use of various knives and other kitchen equipment.
- Mix ingredients for nutritious meals.
- Create visually appealing trays for different functions.

DISHES

Monday to Friday, 2 shifts daily

9:00 am ~ 12:30 pm or 12:30 pm ~ 3:00 pm

Volunteers required to:

- Rinse dishes and load onto racks to be put through automatic dishwasher.
- Wash pots and pans by hand.
- Some lifting required.

DINING ROOM

Monday to Friday, 2 shifts daily

9:00 am ~ 12:30 pm, 12:30 pm ~ 3:00 pm

Volunteers required to:

- Wipe tables after patrons leave.
- Carry trays for those needing assistance.
- Fill napkin holders and salt and paper shakers.
- Replenish the sugar bowls.

CATERING

Volunteers required to:

- Set-up for special events.
- Serve food to guests.
- Replenish buffet tables and serve beverages.
- Clean up.

Support Services

GREATER KNOWLEDGE VOLUNTEERS

Time commitment very minimal, usually 2 to 4 times a year.

- Assist secondary education students of our city with specific projects in their curriculum.

LSCO
Volunteers
have



Member Services

RECEPTION DESK

Monday to Friday, 3 shifts daily

8:00 am ~ 10:00 am, 10:00 am ~ 12:00 pm,

12:00 pm ~ 3:00 pm

Volunteers required to:

- Greet members and guests to LSCO.
- Ensure that all members use their key fob to sign in.
- Ensure guests sign in.
- Record guests not signing in to manually input at the end of each shift.

**For more information on
becoming an LSCO Volunteer**

Volunteer Coordinator
Phone: 403.320.2222 ext. 31
E-mail:



LETHBRIDGE
Senior Citizens
 ORGANIZATION

VOLUNTEER ENROLLMENT FORM

Date: _____

Last Name: _____ First Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Cell: _____

E-mail: _____

Are you a member of LSCO? Yes No

What areas of LSCO are you interested in volunteering?

- Catering
- Member Services
- Table Washer
- Food Services
- Newspaper Delivery
- Clever Crafter's Boutique
- Program Volunteer Instructor
- Fundraising & Special Events
- Support Service Programs
- Library
- In-House Bingo
- Winner Bingo
- Care Cars

What days do you prefer to volunteer?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

What times do you prefer to volunteer?

- Morning
- Afternoon
- Evening
- Weekends*

*Catering, Fundraising & Special Events

Person to contact in case of emergency: _____

Relationship: _____ Phone: _____

Volunteer Name: _____

Volunteer Signature: _____

Office Use: _____
