



Position Title: Senior Center Office Assistant

Position Summary: Host for senior center providing, as needed, clerical assistance to Elderbridge Agency on Aging staff including but not limited to answering and transferring phone calls, providing outreach calls for upcoming events, and daily office assistance.

Reports to: Elderbridge Agency on Aging Staff as assigned.

Position Benefits:

- Gain/utilize office and phone skills.
- Develop an understanding of senior population needs.
- Participate in administering a needed community program for the senior population.
- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

Answer phones and provide necessary requested information or refer to appropriate Elderbridge Agency on Aging staff, as necessary.

- Greet senior center participants.
- Data entry of new participants.
- Data entry of new participants at site and updates client information annually.
- Provides basic information on Elderbridge Agency on Aging programs and services to new attendees.
- May assist in scheduling of center activities.
- Resolve participants concerns in a friendly and courteous manner.
- At the direction of Elderbridge Agency on Aging staff assists with daily, weekly and monthly reports.
- Follow up phone calls to home delivered meal recipients who were not home and/or senior center attendees who have not attended in several days.
- Outreach via telephone to community members inviting them to senior center programming.
- Fax, scan, and mail documents.

Skills, Knowledge and Abilities:

- Good telephone skills and oral communication skills.
- Knowledge of personal computers and ability to operate computer software.



- Strong interpersonal skills to relate to diverse cultures, older persons and their caregivers.
- Excellent data entry skills.
- Strong attention to detail and accuracy.
- Ability to organize and be flexible.

Time Commitment:

Flexible morning or afternoon hours.

Due to access to confidential client information this position requires criminal background check and abuse registry check.

Duration:

On-going



Position Title: Meal Site Volunteer

Position Summary: To assist senior centers in meal packaging, serving or cleanup of noon meal.

Reports to: Nutrition Specialists

Position Benefits:

- Develop an understanding of senior population needs.
- Participate in administering a needed community program for the senior population.
- Provide needed nutrition to seniors, enabling seniors to stay in the home.
- Requires small amount of time to contribute (generally less than 2 hours/day).
- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Set tables for noon meal.
- Hand out meals or assist with taking to the table.
- Clear tables after meal.
- Clean tables and dishes.
- Maintain kitchen or areas used for meal service.

Skills, Knowledge and Abilities:

- Good interpersonal skills, courteous and works well with others.
- Organized and neat.
- Prompt and dependable.

Time Commitment:

11:00 am – 1:00 pm

Duration:

On-going



Position Title: Home Delivered Meals (HDM) Delivery

Position Summary: This position is responsible for delivering a hot, nutritious lunchtime meal to older adults. This description is to be used for both drivers and meal runners.

Reports To: Nutrition Specialists

Position Benefits:

- Develop an understanding of senior population needs.
- Participate in administering a needed community program for the senior population.
- Provide needed nutrition to seniors, enabling seniors to stay in the home.
- Requires small amount of time to contribute (generally less than 2 hours/day).
- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Pick up meals at designated time due to strict meal temperature requirements.
- Follow route directions, deliver meals to seniors.
- Be friendly and positive.
- Ensure that client receives a welfare check.
- Deliver meals from the vehicle to individual's homes.
- Report any problems to Nutrition Specialists.

Skills, Knowledge Abilities:

- Your own vehicle, valid driver's license & auto insurance.
- Ability to work independently.
- Ability to follow directions.
- Knowledge and observance of traffic rules and laws.
- Good driving record.
- Friendly, supportive, compassionate attitude.
- In good health and able to walk short distances.

Time Commitment:

11:00 am – 1:00 pm

Duration: Ongoing/As available



Position Title: Medical Transportation Driver

Position Summary: Provides transportation to medical appointments

Reports To: Elderbridge Agency on Aging Staff as assigned

Position Benefits:

- Social interaction with others.
- Requires small amount of time to contribute.
- Help individuals maintain health and wellness.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Pick up client at designated time and transport to designated medical office and back home.
- Be friendly, respectful and positive in nature.
- Report any problems to Elderbridge Agency on Aging assigned staff.

Skills, Knowledge Abilities:

- Your own vehicle, valid driver's license & auto insurance.
- Ability to work independently.
- Ability to follow directions.
- Knowledge and observance of traffic rules and laws.
- Good driving record.
- Friendly, supportive, compassionate attitude.
- In good health and able to walk short distances.

Time Commitment:

Open

Due to access to transporting clients in vehicle this position requires criminal background check, abuse registry check and DOT check. Must show proof of auto insurance.

Duration:

Ongoing/As available



Position Title: Facility Services/Groundskeeper

Position Summary: To assist with general cleaning and maintenance around Elderbridge Agency on Aging office/senior center.

Reports to: Elderbridge Agency on Aging staff as assigned.

Position Benefits:

- Develop an understanding of senior population needs.
- Participate in administering a needed community program for the senior population.
- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Sweep, mop, wipe down surfaces, clean bathrooms, vacuum, take out trash, etc.
- General maintenance (ex. Changing light bulbs, filling paper towels and toilet paper, car washing and detailing).
- Light landscaping, trimming, weeding, spraying for weeds, etc.
- Other cleaning/maintenance as assigned.

Skills, Knowledge and Abilities:

- Good interpersonal skills, courteous and works well with others.
- Organized and neat.
- Prompt and dependable.

Time Commitment:

Open

Duration:

On-going



Position Title: Fresh Conversations Facilitator

Position Summary: Provides health promotion programs (both evidence based and non-evidence based) to promote healthy aging and wellness through exercise classes, evidence based workshops, and presentations.

Reports To: Health & Wellness Coordinator

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- May require certification in subject matter.
- Be friendly, respectful and positive.
- Report any problems to Health & Wellness Coordinator.
- Must have personal transportation.

Skills, Knowledge Abilities:

- Ability to work independently.
- Ability to follow directions.
- Understands fidelity to the program.
- Friendly, supportive, compassionate attitude.

Time Commitment:

1 – 4 hours per week; days/times vary

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Ongoing as needed



Position Title: Errand Buddy

Position Summary. Provide care and support through transportation, errand-running, and/or emotional support. Helping assist with day-to-day activities.

Reports To: Elderbridge Agency on Aging staff, as assigned.

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Shopping (Food bank, clothes, grocery, gift, etc.)
- Meal planning.
- Scheduling, confirming, and driving to appointments (Hairdresser/barber, dentist, doctor, etc.)
- Post office (Picking up and/or dropping off mail)
- Visiting friends.
- Social events.
- Celebrations.
- Funerals.
- Church services.
- Events at local senior center.
- Meal outings.
- Other miscellaneous transportation needs.
- Companionship.
- Be friendly, respectful and positive.
- Report any problems to assigned Elderbridge Agency on Aging Staff, as assigned.
- Must have personal transportation and insurance.

Skills, Knowledge Abilities:

- If driving; must have your own vehicle, valid driver's license and auto insurance, good driving record, knowledge and observance of traffic rules and laws.
- Ability to work independently.
- Ability to follow directions.
- Good interpersonal skills, courteous and works well with others.
- Prompt and dependable.



- Organized and neat.
- Friendly, supportive, compassionate attitude.

Time Commitment:

Open

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Ongoing as needed



Position Title: Farmers Market Volunteer

Position Summary: Help fill out forms and distribute vouchers. Mass mailings may be needed if congregating is not happening.

Reports To: Health & Wellness Coordinator

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Ability to document information on forms.
- Help with distribution of vouchers.
- Mail paperwork, if needed.
- Be friendly, respectful and positive.

Skills, Knowledge Abilities:

- Ability to work independently.
- Ability to follow directions.
- Friendly, supportive, compassionate attitude.

Time Commitment:

1 – 4 hours per week; days/times vary

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Ongoing as needed



Position Title: Internship

Position Summary: Clerical assistance to Elderbridge Agency on Aging staff including but not limited to answering and transferring phone calls, providing outreach calls for upcoming events, and daily office assistance.

Reports to: Elderbridge Agency on Aging Staff as assigned.

Position Benefits:

- Gain/utilize office and phone skills.
- Develop an understanding of senior population needs.
- Participate in administering a needed community program for the senior population.
- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

Answer phones and provide necessary requested information or refer to appropriate Elderbridge Agency on Aging staff, as necessary.

- Data entry of new participants.
- Data entry of new participants at site and updates client information annually.
- Provides basic information on Elderbridge Agency on Aging programs.
- May assist in scheduling of center activities.
- Resolve participants concerns in a friendly and courteous manner.
- At the direction of Elderbridge Agency on Aging staff assists with daily, weekly and monthly reports.
- Follow up phone calls to home delivered meal recipients who were not home and/or senior center attendees who have not attended in several days.
- Outreach via telephone to community members inviting them to senior center programming.
- Fax, scan, and mail documents.

Skills, Knowledge and Abilities:

- Good telephone skills and oral communication skills.
- Knowledge of personal computers and ability to operate computer software.
- Strong interpersonal skills to relate to diverse cultures, older persons and their caregivers.
- Excellent data entry skills.



- Strong attention to detail and accuracy.
- Ability to organize and be flexible.

Time Commitment:

Open

Due to access to confidential client information this position requires criminal background check and abuse registry check.

Duration:

On-going



Position Title: Volunteer Chore Service

Position Summary: Help individuals with both indoor and outdoor household chores.

Reports To: Elderbridge Agency on Aging staff, as assigned.

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Housecleaning.
- Snow shoveling.
- Lawn mowing.
- Interior and exterior painting.
- Minor repairs.
- Plumbing.
- Leaf raking.
- Outdoor lawn work (weeding, landscaping, spraying for weeds).
- Wash and vacuum vehicle.
- Window washing.
- Laundry (Doing laundry, picking up/dropping off dry cleaning, etc.)
- Be friendly, respectful and positive.
- Report any problems to assigned Elderbridge Agency on Aging Staff, as assigned.

Skills, Knowledge Abilities:

- Ability to work independently.
- Ability to follow directions.
- Good interpersonal skills, courteous and works well with others.
- Dependable.
- Friendly, supportive, compassionate attitude.

Time Commitment:

Open

Due to access to confidential client information this position may require criminal background check and abuse registry check.



Duration:

Ongoing as needed



Position Title: Volunteer Companion/Telephone Reassurance

Position Summary. Provide friendship and companionship to help motivate and keep individuals mentally stimulated.

Reports To: Elderbridge Agency on Aging staff, as assigned.

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Chatting with individuals in person or over the phone.
- Interacting in hobbies.
- Companionship.
- Be friendly, respectful and positive.
- Report any problems to assigned Elderbridge Agency on Aging Staff, as assigned.

Skills, Knowledge Abilities:

- If driving; must have your own vehicle, valid driver's license and auto insurance, good driving record, knowledge and observance of traffic rules and laws.
- Good interpersonal skills, courteous and works well with others.
- Prompt and dependable.
- Organized and neat.
- Friendly, supportive, compassionate attitude.

Time Commitment:

Open

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Ongoing as needed



Position Title: Relocation Volunteer Services (Movers)

Position Summary: Provide services for the moving process.

Reports To: Elderbridge Agency on Aging staff, as assigned.

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Packing items.
- Bending.
- Lifting heavy items.
- Moving items.
- Assisting in relocating to a new residence.
- Report any problems to assigned Elderbridge Agency on Aging Staff, as assigned.

Skills, Knowledge Abilities:

- If driving; must have your own vehicle, valid driver's license and auto insurance, good driving record, knowledge and observance of traffic rules and laws.
- Works well with others.
- Prompt and dependable.

Time Commitment:

Open

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Ongoing as needed



Position Title: Fundraising Helper

Position Summary: Help the fundraising process.

Reports To: Elderbridge Agency on Aging staff, as assigned.

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Reach out to family, friends, acquaintances, etc. who may be willing to donate.
- Clerical work, as needed.
- Be friendly, respectful and positive.
- Report any problems to assigned Elderbridge Agency on Aging Staff, as assigned.

Skills, Knowledge Abilities:

- If driving; must have your own vehicle, valid driver's license and auto insurance, good driving record, knowledge and observance of traffic rules and laws.
- Good interpersonal skills, courteous and works well with others.
- Prompt and dependable.
- Organized and neat.
- Friendly, supportive, compassionate attitude.

Time Commitment:

Open

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Ongoing as needed



Position Title: Organizer/Declutter and Cleanup Volunteer

Position Summary. Organization of an individual's items.

Reports To: Elderbridge Agency on Aging staff, as assigned.

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Assisting in decluttering and/or removal of garbage and items in the home.
- Respect for individuals personal items that you are helping organize or discard.
- Be able to organize.
- Recognize small victories.
- Show empathy for the individual.
- Be supportive, yet able to make suggestions.
- Be friendly, respectful and positive.
- Report any problems to assigned Elderbridge Agency on Aging Staff, as assigned.

Skills, Knowledge Abilities:

- If driving; must have your own vehicle, valid driver's license and auto insurance, good driving record, knowledge and observance of traffic rules and laws.
- Good interpersonal skills, courteous and works well with others.
- Prompt and dependable.
- Organized and neat.
- Friendly, supportive, compassionate attitude.

Time Commitment:

Open

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Ongoing as needed



Position Title: Board Member

Position Summary: To help make decisions for the organization.

Reports To: Elderbridge Agency on Aging, CEO.

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Know the organization's mission, policies, programs and needs.
- Faithfully read and understand the organization's financial statements.
- Serve as active advocates and ambassadors for the organizations and fully engage in identifying and securing the financial resources and partnerships necessary for Elderbridge to advance its mission.
- Leverage connections, networks, and resources to develop collective action to fully achieve Elderbridge's mission.
- Give a meaningful personal financial donation.
- Help identify connections that can benefit the organizations fundraising and reputational standing and can influence public policy.
- Prepare for, attend, and conscientiously participate in board meetings.
- Participate fully in one or more committees.
- Determining the mission and purposes of the organization.
- Selecting and evaluating the performance of the CEO.
- Strategic and organizational planning.
- Ensuring strong fiduciary oversight and financial management.
- Fundraising and resource development.
- Approving and monitoring Elderbridge's programs and services.
- Enhancing Elderbridge's public view.
- Assessing its own performance as the governing body of Elderbridge.

Skills, Knowledge Abilities:

- Follow the organization's bylaws, policies, and board resolutions.
- Sign an annual conflict of interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- Maintain confidentiality about all internal matters of Elderbridge.



Time Commitment:

3-4 hours per month

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Annually



Position Title: Advisory Council

Position Summary. Advise continuously the Area Agency on Aging on all matter relating to the development of the area plan, the administration of the plan and operations conducted under the plan.

Reports To: Elderbridge Agency on Aging, COO.

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

Elderbridge Agency on Aging Advisory Council Advisory and Advocacy Roles: The Advisory Council will fulfill its statutory obligations to carry out advisory functions that further the Agency's mission of developing and coordinating community-based systems of services for all older persons in the planning and service area. The Advisory Council in accordant with the OAA and Iowa Administrative Code, 17—6.8 (231) will advise the Board and Agency management by carrying out and participating in the following activities:

- The Advisory Council will elect one of its members to serve as a non-voting member of the Board.
- Developing the area plan by doing the following:
 - Helping constituents to complete surveys to gather information on client needs.
 - Reviewing current services and any proposed new services and prioritize them according to greatest return on investment and capacity to meet client needs.
 - Reporting recommendations regarding priority services to the Board.
 - Appointing three members to the Budget Review Committee. The Budget Review Committee will develop recommendations to the Advisory Council regarding funding levels for services and programs.
 - Reporting recommendations for funding levels for services and programs to the Board.
 - Reviewing the proposed four-year area plan and its annual updates and develop and report recommendations regarding changes or acceptance to



the Board prior to the Board's consideration of the plan or update for submittal to the Department on Aging.

- Participating in public hearings to obtain public comment on the area plan.
- Gathering consumer feedback on Agency supports and services on an ongoing basis, and representing the interest of older persons to the Council and Agency management; and
- Reviewing and commenting on policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons. Each Advisory Council member is encouraged to interact with local groups, observing local issues that affect our consumers and advocating on their behalf in accord with Agency policies. Advisory Council members will report their activity at each Advisory Council meeting; and
- Assist in the development of programs for older individuals in the area. Advisory Council members assist by sharing information on Agency programs with local individuals and groups. Members are encouraged to inform staff of potential financial resources by identifying local foundations and potential donors.

Skills, Knowledge Abilities:

- Be able to interact with others and maintain professional relationships.
- Disclose potential conflicts before meetings and actual conflicts during meetings.
- Maintain confidentiality about all internal matters of Elderbridge.

Time Commitment:

Quarterly Meetings/Ongoing

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Annual



Position Title: Educational Technology Volunteer

Position Summary: Provides assistance and teaches individuals to become familiar with technical devices.

Reports To: Elderbridge Agency on Aging staff, as assigned.

Position Benefits:

- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Integrate technology skills and software competence.
- Guiding individuals through technical devices step-by-step.
- Be familiar with devices that are being taught on.
- Patience and understanding.
- Be friendly, respectful and positive.
- Report any problems to assigned Elderbridge Agency on Aging Staff, as assigned.
- Must have personal transportation and insurance.

Skills, Knowledge Abilities:

- If driving; must have your own vehicle, valid driver's license and auto insurance, good driving record, knowledge and observance of traffic rules and laws.
- Ability to work independently and with others.
- Good interpersonal skills, courteous and works well with others.
- Prompt and dependable.
- Friendly, supportive, compassionate attitude.

Time Commitment:

Open

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Ongoing as needed



Position Title: Translator/Interpreter

Position Summary: Interprets verbal communication from one language to another, and acts as a medium where language barriers exist. At times, you will also translate written communication from one language to another.

Reports To: Elderbridge Agency on Aging staff, as assigned.

Position Benefits:

- Keeping up on language skills.
- Social interaction with others.
- Recognition as a valuable part of our team.
- Training on your position to perform to the best of your ability.
- A sense of giving back to your community.
- Utilize current talents, skills and abilities.
- Develop new talents, skill and abilities.
- Develop valuable relationships.

Position Responsibilities:

- Ability to understand a wide range of people with diverse voices, accents, speaking tempos and personalities.
- Providing parties with clear and exact translations of both verbal and written communication.
- Be aware of cultures that connect to the languages you are providing interpretation for.
- Be friendly, respectful and positive.
- Report any problems to assigned Elderbridge Agency on Aging Staff, as assigned.

Skills, Knowledge Abilities:

- Excellent bilingual communication skills, both verbal and written.
- Proficient computer skills, as needed.
- Outstanding listening and retention skills.
- Proficient understanding of cultural sensitivity, and ability to collaborate with people from diverse cultural backgrounds.
- If driving; must have your own vehicle, valid driver's license and auto insurance, good driving record, knowledge and observance of traffic rules and laws.
- Ability to work independently and with others.
- Ability to follow directions.
- Excellent communication skills.
- Good interpersonal skills, courteous and works well with others.
- Dependable.
- Friendly, supportive, compassionate attitude.



Time Commitment:

Open

Due to access to confidential client information this position may require criminal background check and abuse registry check.

Duration:

Ongoing as needed