



City of Northglenn Parks, Recreation, and Culture Department

Senior Center Volunteer Application

Thank you for your interest in volunteering with the Senior Center. Please fill out the form below to help us learn more about you. By submitting this form, you understand that volunteering involves a time commitment, and that you will be expected to attend volunteer assignments as scheduled. You also understand that some assignments may require you to clear a background check and/or be interviewed prior to volunteering, and that submitting this form does not guarantee you will be asked to volunteer with the Senior Center or any other City of Northglenn programs. Please submit this form to seniorcenter@northglenn.org or in person at the Northglenn Recreation Center or Senior Center front counter.

Contact Information

Name:

Address:

Phone Number:

Email:

Emergency Contact:

Please Circle Your Interests

Answering Phone Calls

Activity Registration

Organizing Library

Leading Activities

Helping Others With
Technology

Socializing
With Visitors

Assisting Others With
Their Activity

If you circled "Leading Activities," what type of activities would you be interested in leading?

What are some skills you would like to develop or keep in practice while volunteering with us?

Fill out the schedule below for your volunteer availability

	Monday	Tuesday	Wednesday	Thursday	Friday
<u>Time Frame</u> Our hours are 8am-4pm					

Other Volunteer Opportunities

Let us know if you are interested in any other volunteer opportunities by circling them and we will share your contact information with that volunteer leader.

Parsons Theatre

Flowerbed
Partners

Snow Stormers

Parks & Trails

Neighborhood
Beautification



Senior Center Volunteer Guidelines

Explanation of Assignments

Front Desk Assistance

Volunteers who assist with the front desk will be providing assistance answering phone calls, socializing with visitors, and completing activity registrations as able. They may also be asked to help maintain a clean atmosphere in the Senior Center by helping wipe down surfaces that become dirty.

Library Page

Volunteer library pages will clean items left in the book drops, sort books, and help staff filter through donations to the Senior Center. Currently, all books are sorted by genre, then author last name. Genres are Fiction, Mystery Thriller, Science Fiction Fantasy, Non-Fiction, and Large Print. The Fiction section includes Romance books, and the Large Print section includes books labeled as 'larger print' in addition to standard large print books. We only accept book donations of paperback books that are copyright year 2016 or newer, and any large print book.

Technology Assistant

Volunteers who are comfortable with technology can help others learn how to use their devices during our weekly technology lab.

Activity Assistant

Instead of leading an activity, a volunteer activity assistant can be asked to help staff or an independent contractor leading an activity. (i.e., refilling paint during painting class, helping portion out and prepare ingredients for cooking classes, setting tables for luncheons) They will not be asked to lead an activity, and will act as a set of helping hands as needed.

Activity Leader

Volunteer Activity leaders will organize and lead an activity of their choice and creation, with the direction of Senior Center Staff. (i.e., teaching T'ai Chi, leading a quilting group, moderating a discussion group) Regular or returning activities and their leaders may need to provide information on a pre-determined schedule for publishing in the Recreation Guide. Activity Leaders can request an Activity Assistant to help them in their activity, as volunteer availability allows.

Volunteer Scheduling

Volunteers are expected to be present for their volunteer assignments and complete their assignment duties to the best of their abilities. If a volunteer needs to modify their agreement to better suit their availability, please let Senior Center staff know.

In the event that a volunteer is not feeling well, please call the Senior Center at 303.450.8801 and do not come in for the volunteer assignment. If they have COVID-19 symptoms or came into contact with someone who has COVID-19, they will be asked to test for COVID-19 and will not be permitted to return to their volunteer assignment until they receive a negative result, or it has been 14 days from their positive result and they feel fully recovered.

During periods of inclement weather, Senior Center Staff may ask volunteers to not visit the Senior Center and cancel scheduled activities. Volunteers will be notified via email and phone as soon as staff are able.

Volunteer Processing

Volunteers, especially those leading activities or handling money, may be asked to complete a background check prior to volunteering. Most volunteers will also need to complete an interview so that Senior Center staff can better match volunteers to their assignments.