

# VOLUNTEER INFORMATION PACKET

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# **Volunteer Guide and Information Garner Senior Center 2018**

## **Garner Parks and Recreation Mission Statement**

The Town of Garner Parks and Recreation Department provides a well balanced program of quality recreational activities and facilities that enhances the physical and mental well being of our citizens, preserves the natural environment, and celebrates the arts and our cultural identity. We constantly enrich our diverse and growing community by discovering and providing new recreational opportunities both directly and through community partnership.

## **Garner Senior Center Mission**

The Garner Senior Center is a community service facility with provides a variety of physical, social, leisure and educational opportunities to older adults. Programs are designed to enhance individual self-worth and independence.

## **Working with the Town of Garner:**

### **A Guide for Volunteers**

Our agency could not operate as efficiently and effectively as it does if it were not for the time and energy that is contributed by volunteers. Whether it involves setting up tables for bridge or answering phones at the front desk, each contribution is important.

As a volunteer with the Garner Senior Center, you:

- Provide support for existing programs
- Expand current programs by sharing about your experiences with others
- Allow for growth and additional programs to be added
- Remind us of our responsibility and accountability to each other
- Inspire us to invest our time in programs that are important

As a volunteer you hold responsibilities relating to the function of our facility and programs without benefits typical for permanent paid employees (i.e., salary, insurance benefits, and worker's compensation). However, you do willingly represent our organization and are expected to follow the basic guidelines for appropriate actions in our workplace. Therefore, your understanding of volunteer guidelines and expectation is important in your partnership with our agency.

Each volunteer activity is guided (or instructed) by a Town employee. Our overall goal is that you have a rewarding volunteer experience while helping the Garner Senior Center function in the best possible manner. Whether you volunteer once a year or daily, please be assured that the Town of Garner appreciates your time and dedication in ensuring the Garner Senior Center is a wonderful activity-filled recreation facility.

Please ask us if you have questions or need clarification on:

- The responsibilities that you have volunteered to oversee
- To whom you report
- How to contact staff members regarding your volunteer schedule or conflicts with your volunteer responsibilities
- How your volunteer experience plays a part in Garner Senior Center's overall mission of service to the community

## **Volunteer Opportunities**

There are many ways to volunteer at the Garner Senior Center. Your time can be used in ways such as:

- Marketing programs (sharing flyers and brochures, speaking about programs to civic or church groups to which you belong, inviting friends or neighbors to join our programs)
- Setting up for special events/ assisting with clean-up after event
- Suggesting speakers, presenter, or instructors for new programs
- Volunteering with Meals on Wheels
- Writing thank you notes to guests and others who donate time and/or products to the Garner Senior Center
- Other opportunities as they become available

Thank you for being a volunteer with the Garner Senior Center. Please contact us at (919) 779-0122 if you have any questions or would like more information about volunteer opportunities.

## I. Department Information

### Garner Parks Recreation and Cultural Resources

The Town of Garner PRCR Department provides a well balanced program of quality recreational activities and facilities that enhances the physical and mental well being of our citizens, preserves the natural environment, and celebrates the arts and our cultural identity. We constantly enrich our diverse and growing community by discovering and providing new recreational opportunities both directly and through community partnership.

#### (1) Administration

The Administration of our department is responsible for the acquisition of land and the design and development of a system of parks, greenways, recreation facilities, and open space areas. The Administration is also responsible for public information and marketing, customer service and staff training, grant writing, and program evaluation and analysis. Policy, procedure and leadership all stem from this area of the department.

#### (2) Adult Programs

Adult fitness programs are offered after 5:00pm at the Garner Senior Center, the Pearl Street building and Avery Street Recreation Center. These programs include exercise classes, art classes, special interest groups and athletics for teams and open play.

#### (3) Athletics

The Athletics Division plans, implements, and supervises diverse youth and adult programs and special events. The Athletic Division includes Athletic Field Usage, Special Tournaments and Events, Volunteer Coaches, Youth Sports, Adult Sports, Clinics and Sport Camps. The Athletic Division manages soccer, baseball, and softball fields and provides support for other partnering agencies with provide sports opportunities in the community.

#### (4) Senior Programs

The Garner Senior Center is open to residents and non-residents alike who are at least 55 years of age. It is a community facility with provides a variety of physical, social, leisure and educational opportunities. Programs are designed to enhance individual self-worth and independence.

#### (5) Special Events

The Special Events Division work s with the town-wide events such as the Christmas Parade, Tree Lighting Ceremony, and the July 3<sup>rd</sup> Celebration. In addition, events held at the Garner Historic Auditorium are managed under this division. The auditorium also works with area groups in presenting musical and dramatic presentations that are available to the public (upon purchase of tickets at a reasonable fee).

## **(6) Youth and Teen**

Youth and Teen programs are offered for toddlers, children, pre-teens, and teenagers.

Programs include various emphases: nature, art, sports, science, leisure, camps, and seasonal special events geared toward younger participants such as the Easter Egg Hunt and Goblins in the Park. These programs typically meet at Avery Street Gymnasium, Avery Street Annex, and the Pearl Street Building.

## **II. General Volunteer Information**

### **Purpose**

Our agency could not operate as efficiently and effectively as it does if it were not for the time and energy that is contributed by volunteers. Whether it involves setting up tables for bridge or answering phones at the front desk, each contribution is important.

### **Recognition**

While volunteers are appreciated 365 days of the year, we formally recognize each at our annual Volunteer Banquet held each summer. This event consists of a catered meal, guest speaker, volunteer recognition and awards presentation. Volunteers for all agencies operating within the Garner Senior Center are included at this event.

### **Responsibility of Volunteers**

As a volunteer you hold responsibilities relating to the function of our facility and programs without benefits typical for permanent paid employees (i.e., salary, insurance benefits, and worker's compensation). However, you do willingly represent our organization and are expected to follow the basic guidelines for appropriate actions in our workplace. Therefore, your understanding of volunteer guidelines and expectation is important in your partnership with our agency.

Volunteers are expected to arrive in a timely manner, perform duties safely, and be positive ambassadors for the Garner Senior Center at all times. We are here to serve others, and it is vital that we work together well in order to accomplish that main task.

The Town of Garner is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, age, disability, sexual orientation, or national origin. In accordance with the Americans with Disabilities Act (ADA), the Town of Garner will consider reasonable accommodations when requested.

## Miscellaneous

Please ask us if you have questions or need clarification on:

- The responsibilities that you have volunteered to oversee
- To whom you report
- How to contact staff members regarding your volunteer schedule or conflicts with your volunteer responsibilities
- How your volunteer experience plays a part in Garner Senior Center's overall mission of service to the community

### III. Volunteer Opportunities with Garner Senior Center

There are many ways to volunteer at the Garner Senior Center. Your time can be used in ways such as:

- Marketing programs (sharing flyers and brochures, speaking about programs to civic or church groups to which you belong, inviting friends or neighbors to join our programs). We can always use more people to help spread the word about what is happening at the Garner Senior Center! This is a short term opportunity and there are no limits on the number of participants who can become involved.
- Setting up for special events/ assisting with clean-up after events. We need between 2 and 6 people per event to help set-up and clean-up. Feel free to volunteer to come in early and stay late for events such as Dinner and a Movies, Summer Picnics, the Fall Ball, local Senior Games, etc. These are all short term opportunities.
- Suggesting speakers, presenters, or instructors for new programs. Anyone can make a suggestion! If we hot your speaker or presenter, we would ask that you be available to make introduction and help us host the event.
- Volunteering with Meals on Wheels. This organization utilizes over 100 volunteers a month and is always in need of more help. What better way to spend a few hours each month that to help serve or deliver meals to seniors? This volunteer opportunity can be short term or long term. Contact MOW at (919) 661-6889 for more information.
- Assisting with the group efforts of On the Mend. This group is comprised solely of volunteers who make items with are donated to various community organizations (hospitals, nursing homes, children's centers, etc.). Volunteers can commit as little as 2 hours a week to this group and still play a vital role in its mission.
- Writing thank you notes to guest and others who donate time and/ or products to the Garner Senior Center. Speak with a staff member to find out more about this opportunity.
- Working with other Town events and/ or programs such as July 3<sup>rd</sup> Celebration, events at the Garner Historic Auditorium, The Big Sweep, Garner Christmas Parade, etc. All these community-wide programs rely heavily on staff and volunteers in order to be successful. At July 3<sup>rd</sup> celebration volunteers help with parking, crowd control, information tents, and water stations. Individuals or groups are welcome to help. The event needs around 100 people each year, many of which are volunteers. The Big Sweep is a litter collection event which relies on volunteer participation in order to succeed in the effort to clean up our community. The Christmas Parade uses around 30 people as parade marshals to walk along with entrants for safety purposes. These are all short term opportunities.

- General office help is always appreciated around here! If you can answer phones, file papers, or even shelve books in the library you can help. Let us know if you have some extra time and would like to help behind the scenes at our facility and we'll be glad to find you a place in which to use your time and talents. These opportunities can be short term or long term.
- Raleigh-Wake Senior Games utilizes volunteers as score keepers, judges, event managers, hospitality staff and much more. This two week competition needs short term and long term commitments. Some volunteers work just one four-hour shift, while others help each day during the competition, and others join the board to work with this agency year-round. Contact the Garner Senior Center Director for more information regarding these opportunities.
- The Senior Citizen Advisory Committee usually meets every third Friday at 9:00am, every other month at the Garner Senior Center. The committee consists of nine members with at least five members residing inside the town limits. The Senior Citizen's Advisory Committee serves in an advisory capacity with the Town of Garner, Resources for Seniors and Meals on Wheels, in planning, coordinating and directing of programs and activities for senior citizens. For an application or more information about this opportunity, please contact the Town of Clerk at (919) 772-4688.
- Other events throughout the year may also offer volunteer opportunities. Watch for information as each event is announced.

#### **IV. Contact Information**

Garner Senior Center  
205 E. Garner Road  
Garner, NC 27529  
(919) 779-0122 – phone  
Director: Torrey Blackmar – [tblackmar@garnernc.gov](mailto:tblackmar@garnernc.gov)

The Garner Senior Center is owned and operated by the Town of Garner and is a part of the Garner Parks, Recreation and Cultural Resources Department

# Yes!!!

## Yes, I'd like to volunteer

I am interested in: (please check all that apply)

- Promoting the Garner Senior Center
- Facility set-up and clean-up for events
- Securing special guests and presenters
- MEALS ON Wheels
- On the Mend
- Writing notes and sending thank –you cards
- Town-wide special events
- Office help/ helping behind the scenes
- Raleigh-Wake Senior Games
- Senior Center Advisory Committee
- Other (please specify: \_\_\_\_\_)

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Return this completed form to the front desk and someone will be in contact with you soon!