

GREENE COUNTY SENIOR CENTER



VOLUNTEER JOB DESCRIPTIONS
UPDATED 4-08-16

Advisory Boards/Committees

*Includes the Greene County Council of Aging, Greene County Senior Center Advisory Board, Aging Planning Committee, Regional Aging Advisory Committee, and Senior Tar Heel Legislature. Application required. Applications for these board positions are available at the Senior Center.

A. Greene County Senior Center Advisory Board:

Need: Senior Citizens to serve on this board with the purpose of advising the County Commissioners on the development, implementation and, administration of Senior Services in Greene County, promoting the well-being of the Senior Population, and advocacy on the behalf of Greene County Senior Citizens.

Number of Persons Needed for this Board: Up to 9 Members.

Brief Description: Meets on the third Wed. of Jan., March, May, July, Sept., and Nov. at 3:30 at the Greene County Senior Center. Appointments to this board are made by the Greene County Commissioners in June. Advertisements for expired terms will be published locally in May. Terms of appointment, which are two years, begin July 1st. Persons may serve 2 Two Year Terms. Officer elections are in July during the first regularly scheduled meeting. Advises and provides input to the Senior Center Director for consideration on policies, procedures, events, activities and requests for adoption by the Greene County Board of Commissioners. Training on items Specific to the Senior Center Advisory Board will be provided within 2 months of appointment including Senior Center Policies, Advisory Board By-Laws, HIPPA Laws, and Volunteer Handbook.

B. Aging Planning Committee-(Formally HCCBG):

Need: Plan and coordinate the development of the Aging Funding Plan for Greene County. Members at Large include Greene County Residents who are at least age 60 or older

Number of Persons Needed: Up to 5 At Large Members.

Brief Description: Meetings are held in Jan., March, May, July, Sept. , and Nov. on the Third Tues. at 10:00. Meetings are held at the Greene County Senior Center. Providers through the Home & Community Care Block Grant provide up to date information on Transportation, Senior Nutrition, and In-Home Aid services.

C. Regional Aging Advisory Committee (RAAC):

Need: Persons who are at least age 60 to serve as the formal advisory committee to Region P of the Area Agency on Aging, and the Eastern Carolina Council Board of Directors.

Number of Persons Needed for this Board: Three Members to be appointed by the Greene Co. Board of Commissioners. Terms are for 3 Years.

Brief Description: Meetings are held four times a year, in Jan, April, July, Oct. on the first Mon. of the month at 10:00am. Meetings are held in New Bern at the Area Agency on Aging.

Purpose: To act as advocates on behalf of the Senior Population in Region P, and particularly, the county in which they reside in relation to laws, policies, actions and programs that affect older adults. Training for this board is provided at the Area Agency on Aging, at a time prior to the First Regularly Scheduled Meeting. Training includes By-Laws, and the purpose of the Area Agency of Aging in relation to the needs of Older Adults.

Advisory Boards/Committees-continued

D. Senior Tar Heel Legislature:(2 Positions-Delegate & Alternate)

Need: Persons who are at least age 60 and above who are willing to serve as a delegate or an alternate for Greene County, to provide information and education to Senior Citizens on the Legislative Process, promote citizen involvement and Advocacy concerning aging issues before the General Assembly, to assess the Legislative needs of older adults through a forum modeled after the General Assembly, and develop a non partisan forum for older North Carolinians to discuss the issues of Senior Citizens.

Number of Delegates Needed: One delegate, and one alternate from Greene County. Delegates and Alternates are selected by the Area Agency on Aging, which is responsible for planning the selection and conducting a publicity campaign in their area.

Brief Description: The Delegate will attend and vote on matters for Senior Citizens, on the State, regional, and local level. Updates local boards and Commissioners on Legislative Priorities, and advocates for Older Adults. Alternates will attend meetings and perform the duties of the Delegate in their absence including casting votes. Delegates shall receive *Orientation* for their position through the Area Agency on Aging, Region P.

Meeting Requirements: *Legislative Sessions*-There shall be an Annual Session of the NCSTHL the third Tuesday of March in Raleigh. Other sessions include a Summer Session held the second Tuesday in June, and a Fall Session held the first Tuesday in October.

Area Agency on Aging Meeting Requirements-Attend a joint meeting with Senior Tar Heel Legislators, and Regional Aging Advisory Committee Members (RAAC) in New Bern four times a year, in Jan, April, July, Oct. on the first Monday of the month at 10:00am.

Local Requirements-Attend and Provide reports/updates on the Senior Tar Legislation to the Aging Planning Board, and Senior Center Advisory Board. Aging Planning Board meets on the third Tuesday at 10:00 in Jan., March, May, July, Sept. & Nov. The Senior Center Advisory Board Meets on the third Wednesday at 3:30 in Jan., March, May, July, Sept., & Nov. These meetings are held at the Senior Center. Attend County Commissioners meetings as needed to advocate for the needs of Senior Citizens, and provide updates on Legislative Priorities.

E. Community Advisory Committee for Long Term Care & Family Care Home Facilities:

Need: Persons willing to serve as an Advocate for residents in long term care facilities, visit facilities to insure that the Resident's Bill of Rights is followed, work on the local level to resolve complaints, and promote elder abuse awareness.

Number of Members Needed: Four to Five Members, which are appointed by Greene County Commissioners and must reside within the county which they serve. Committee members are initially appointed to a one year term with every term thereafter being 1-3 years.

Brief Description: Committee Members will make quarterly visits with the Regional Ombudsman to Long Term Care and Assisted Living Facilities. Annual Visits will be made to Family Care Homes. Ombudsman will provide training. Will need transportation to and from Facilities. Reports are due at the end of each quarter on visits, miles traveled, training, and activities. Serve as an ambassador for residents of Long Term Care & Family Care Homes to resolve complaints.

Meeting Requirements: Meet once a quarter for facility inspections. Meeting times are not published as visits to facilities and care homes are unannounced. Ombudsman will coordinate meeting times and dates for unannounced visits with members of the committee.

Limitations: Who Cannot Serve as a Community Advisory Committee Member?

*No person or immediate family member with a financial interest in a facility served or employs or governing board member of a facility served.

*Immediate family member of a resident in a facility.

*Whenever an immediate family member of a current advisory committee member becomes a resident in a facility visited by the committee, that advisory committee member immediately becomes ineligible to serve on the committee.

*Immediate relative of an employee or owner/operator of a facility served by the community advisory committee.

Services & Activities

A. Congregate Dining Room Assistant:

Need: Assist with Calling tables in rotation for meals, help persons with Special Needs with getting and setting up their meals for lunch, Distribution of Donated Foods when available. After meals-wiping down tables & chairs, and vacuuming the dining room floor.

Number of Volunteers Needed: 1-2 Per Week Day

Brief Description: Volunteer will be instructed as the procedure for calling tables on rotation, assisting Special Needs Clients with their meals, and orderly distribution of Donated Foods.

B. Frozen Meals Delivery:

Need: To deliver Frozen Meals on Mondays

Number of Volunteers Needed: Up to 16 different volunteers per week or more if it is a driver and deliverer combination

Brief Description: Volunteer will be responsible for delivering up to 8 Meals to home bound clients on Mondays only. Please see the Frozen Meals Training Manual Requirements: Be able to follow written directions to the homes on your route, drive or ride with another volunteer who is driving, be able to carry a box of 5 Meals into the house, check on the wellbeing of the person receiving the meals. Must have your own transportation.

C. Office Assistant & Receptionist:

Need: To assist with answering phone, Information, Assistance. Minor Office Work. This is an *infrequent* volunteer position. Used when office staff is short, or office staff is in training.

Number of Volunteers Needed: One, on an infrequent basis.

Brief Description: Volunteer will be used to work in the office when staffing is short and there is an increase in the work load in the office. Will be trained in the use of the phone system, telephone etiquette, and use of Information & Assistance Forms. Office Assistants will not be required to collect money, or handle responsibilities which deal with finances. Messages should be recorded for Office Staff. This includes Business or assistance for clients.

D. Assisting with Parties/Activities:

Need: To assist the staff with activities or parties held at the Center

Number of Volunteers Needed: Varies according to the size of the function. Usually no more than 5 per function.

Brief Description: Parties-Volunteer(s) will be used to decorate the building for parties as directed by the Senior Center Director, or Programs/Activities Director. May be asked to assist with serving food or refreshments, observing basic rules of sanitation. Activities-Volunteer(s) will be used to assist with activities under the direction of the Senior Center Director or Programs/Activities Director. Areas of need: Bingo, Arts and Crafts, Wii Training, Senior Games, & Chair Exercise. Specific Instructions on who to conduct each activity will be given by Office Staff.

E. Grounds Assistant:

Need: To assist the staff with maintenance grounds around the Senior Center to Include flower beds, landscaping around the building, and the picnic area.

Number of Volunteers Needed: 1-3, noting that work is seasonal.

Brief Description: Volunteer will be working with the flower beds to include weeding, removing old and diseased plants, working the soil, and planting new plants. Raking pine straw which will go around the building and flower beds. Pick up lawn clutter and debris, to place in the designated area for pick up by the town of Snow Hill. Volunteer will be watering outdoor planters/plants-repotting planters to include refreshing the soil.