

Recognition

Glenwood 50+ Center is proud of its volunteers and would be unable to provide quality programs without their time and commitment. In response, the staff makes a special effort recognize this unique team. We maintain a data base that allows us to track volunteer duties and service hours. In addition, we recognize and celebrate the team with an evening gala, our annual "Volunteer and Community Partners" evening event in June. We hope that you find your service at the Center a rewarding experience. Oftentimes, volunteers become more involved in Center activities and come to appreciate the value of enhancing services, making new friendships and being a part of this very vital team.

Volunteer Tracking

The volunteer coordinator maintains records on each volunteer throughout the Center. Records include dates of volunteer service, positions held, duties performed. Volunteers are asked to sign in on the daily attendance sheet and record the number of hours worked (to the nearest ½ hour) at the end of each working day on a personal time sheet.

GLENWOOD 50+ CENTER

Telephone Numbers

Regina Jenkins, Director
410-313-5443
Cathy Burkett, Asst. Director
410-313-4832
Chris Ferraro, Registrar
410-313-5440
Torry Brecht, Nutrition Specialist
410-313-4833
Judy Miller, Kindred Spirits/Plus
Director
410-313-5441
Evan Larkin, Utility Technician
410-313-4836

GLENWOOD 50+ CENTER



THERE IS A FIT FOR YOU!

VOLUNTEER INFORMATION BROCHURE

GLENWOOD 50+ CENTER-VOLUNTEER MANUAL

Welcome Volunteers

Dear Volunteer:

It is a pleasure welcoming you as a volunteer with the Glenwood 50+ Center. The Center is dedicated to providing the highest level of services to the 50+ adults in Western Howard County. We are sure that you will soon feel the pride of being part of our exciting team. This manual will serve as a guide to help you learn more about our organization and your roles and responsibilities as a volunteer. As you complete orientation, keep our mission in mind. Throughout this manual, we will do our best to help you become a productive volunteer. Please feel free to ask questions.

Mission

The mission of the Volunteer Program is to assist staff in helping Center participants maintain a healthy, satisfying and independent lifestyle. With the assistance of volunteers, the Center's ability to meet the needs of the mature adult population is greatly enhanced, as many facilitate a wide scope of classes, programs and services.

Volunteer Qualifications

1. A real desire to be helpful.
2. A sense of responsibility and dependability to be present when you are expected.
3. A willingness to accept people as they are.
4. A sincere interest in serving mature adults.
5. An ability to establish friendly relationships.
6. An ability to listen, and have good judgment, tact, patience, cheerfulness,

Getting Started

Preliminary steps:

1. Interview with Volunteer Coordinator or center staff to consider your particular interests and review opportunities, expectations, and possible assignments.
2. Complete the application form in paper or online at: www.hocovolunteer.org
3. Attend Volunteer Coffee
4. You will be given a nametag, which should be worn whenever you are on assignment.

Tips on Being Successful Volunteers

For a successful experience, the following points should be carefully considered:

1. Enthusiasm is very important! It's great to have a positive attitude. Be friendly, warm and courteous to everyone. Recognize the importance of each individual. Take time to talk to others. Make every effort to be fair and not play favorites. Set a good example. Others may be influenced by your attitude and behavior. Help create an environment of support, understanding and dignity.
2. As a volunteer, you may be privileged to information that is confidential in nature. If you are uncertain about information you have heard, please refer to a staff member. Be friendly, warm and courteous to
3. Make suggestions - you're an important part of the team!
4. Tell your friends about the Center and encourage them to join or volunteer.