



## KYC Volunteer Opportunity Descriptions

1001 Rohlwing Road, Elk Grove Village IL 60007 (847) 524.8800

CALL: Colette Young, Volunteer Coordinator at Ext. 182 or Email: [coletley@kennethyoung.org](mailto:coletley@kennethyoung.org)

### Case Aides Volunteer

This opportunity allows the volunteer to work directly with case aides and their older adults clients. Tasks may include:

- Contact clients by telephone for quarterly contact and documenting contact-notes in client's chart.
- May assist in filing paperwork in client chart.
- May assist with data entry and/or billing for CCP (Community Care Program).
- May assist with quality assurance audits in charts and forms compliance.

This opportunity requires a background check, which may include a credit-check. Location of the opportunity is at the Elk Grove office.

### Clerical and Administrative Volunteers

Administrative/Clerical volunteers provide incredibly important services to the Center. Tasks may range from simple filing to more extensive duties. Every effort will be made to match your skills to the task at hand. Activities may include: Assistance with filing, collating and duplicating, and/or typing for data entry using MS Office products (Word, Excel, etc.) There are a number of ways that a volunteer may become involved. These include:

- Program-specific services:
  - Community Support Team (CST) chart auditors (Mt. Prospect is project location)
  - PSR (Psycho-Social Rehab) All-Staff-Meeting aides—supervise clients during All Staff meetings
- Marketing
  - KYC Ambassadors group—attend off-site fairs and civic/community events. Speak to community groups about KYC services
  - Marketing research aides
- Time-Limited Special Projects
  - KYC office attic clear-out
  - Bulk mail processing

The location of these projects will be in the Elk Grove office (unless otherwise indicated). The time commitment can range from 2 to 3 hours per week, or more if one is willing to serve more hours. Background checks may be required, based on the particular project.

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## Home Delivered Meals Volunteer

Delivers hot meals to homebound elderly client, to enable them to live independently and prevent premature nursing home placement.

- Pick up meals at provider once a week, or on schedule as agreed, and deliver to recipients on route
- Report to HDM coordinator any concerns or observations needing attention

This opportunity requires a background check, proof of valid driver's license and proof of current insurance. Volunteers are required to provide their own transportation. Routes are generally kept at or below one-hour for pick-up and delivery of meals.

## Money Management Volunteer

The Money Management Program (MMP) utilizes trained volunteers to help low-income, older adults and people with disabilities who have difficulty budgeting, paying routine bills and keeping track of financial matters. Because of the sensitive nature of this work, the majority of clients are served by committed volunteers on a long-term basis. General knowledge of household budgeting and personal financial management and accuracy in maintaining financial records are required. This program calls for an extensive background check, it involves orientation and training, and periodic meetings called by the Money Management Supervisor. Hours required may range from five to six hours on average per month; volunteers are required to provide their own transportation to the client's home.

## Senior Advisory Council Volunteer

Senior Advisory Council is a group of professionals and senior citizens who meet at least quarterly to identify needs of the elderly, make program recommendations, serve as a link between the agency and the community, and to provide feedback to program staff about the services provided. Occasionally, the council members are responsible for special events and fundraising activities specific to the senior service program. Fifty-one percent of the members must be at least sixty years old. General tasks may include:

- Attend meetings quarterly to discuss program updates and make recommendations for service.
- Commit to serving on the council as a voting member for a minimum of two years.
- Assist in identifying the needs of the elderly in KYC's service area.
- Provide support to activities sponsored by the council.

The time commitment is approximately 1.5 hours on a quarterly basis. This opportunity requires NO BACKGROUND CHECK, and meetings are held at the Elk Grove office.

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## Special Event Volunteer

This opportunity allows a volunteer to work with a group or committee to plan and carry out fund-raising event(s). We ask that volunteers be able to attend committee meetings as expected for the particular event:

- Fashion Show: Approximately ten 2-hour meetings for the event held in November. Meetings generally start in February.
- Golf Outing: Approximately nine one-hour meetings beginning in January. The event is generally held in August.
- Run/Walk for Mental Health: Approximately nine 2-hour meetings for the event held in May. Meetings begin to form around September.
- Or, plan a special event of your own! Talk to the Volunteer Coordinator about your great ideas!

Each committee-member will be asked to participate in “follow-through” assignments, which may include: raffle sales, decorations, publicity, entertainment, seating, gathering of in-kind donations, etc.) Another important facet of this opportunity is the volunteer’s commitment to assist in selling tickets and to use their personal networks to encourage attendance. The location of these meetings is in the Elk Grove office, and meetings are generally held after business-hours during the normal business week. NO BACKGROUND CHECK is required for this opportunity.



## New Opportunities

We are exploring **brand-new opportunities**. Team Leaders are needed to help manage the development of the opportunity and to oversee the group's progress. Team Leaders will work directly with a KYC staff person to assist in managing the projects.

**Card Project and Social Club:** This will be a fun, creative, social activity that may lead to fund-raising! An experienced card-maker will lead the team in designing and creating greeting cards. The cards will have a "Hand-crafted by Volunteers/Kenneth Young Center embossment on the back. They can be sold to benefit the Center (similar in scope to UNICEF cards). You'll have a chance to keep old friends and make new ones, and best of all release your creative juices! If you aren't the "arts and crafts" type, join in for the conversation and fun. **(WE HAVE A TEAM LEADER! Now all you need to do is JOIN!)**

**Friendly Visitor for Adults**—Having a friend and knowing someone cares about you is a basic human need. Volunteer to visit adult clients as companions. You may help to turn a person's life around. (This could also be a Team Lead position!)

**Healing Garden**—Help PSR (psycho-social rehab) clients develop better socialization skills and improve work habits in our beautiful garden setting. Time commitment is 45 minutes per week during a lunch break.

**Drop-In Drivers for Mt. Prospect**—Help therapists and clients with pick-up and drop-off services to and from the Drop-In Center; help to expand our pick-up schedule route; and assist with clients whom are too anxious about going out on their own.

**Mt. Prospect Welcome Home**—Volunteer to help clients transitioning out of nursing home facilities into their own apartments.

### **School Supplies Program**

Starting in July, work with KYC staff to coordinate and implement our school supplies program. This program benefits our child and adolescent clients and their families. No background check is required.

### **Holiday Giving Program**

Starting in October, work with KYC staff to create a list of clients and their holiday wishes. Assist staff members with arranging for donated gift pick-ups and drop-offs, and assist with distributing personalized gifts. No background check is required.