

Volunteer Opportunities

Community

CarFit

CarFit Check-In volunteers greet participants, administer and collect waiver forms and data participant sheets. Trained CarFit Check-Up technicians will lead vehicle owners through a 12-point checklist with their vehicles and offer educational safety information to make their vehicle “fit” better and to show how adaptations can enhance their safety.

Outreach Ambassador

Represent the Café at community events (i.e., health fairs, Memorial Day Parade, etc.); provide promotional program assistance; identify places to disseminate information (i.e., cataletters and flyers); attend provider meetings to share and / or obtain information, etc.

Partner Organizations

Intergenerational (works in programs with multi-generations); people who want to volunteer for other organizations; partner organizations where we have a joint program / project that use volunteers.

Telephone Topics

Assist with providing reminder calls and serving as a telephone greeter/facilitator for continuing education and ongoing mental development via teleconference classes and other programs conducted over the phone.

Virtual Volunteering

Opportunities that can be completed via phone, home or work computers because of time constraints, personal preference, a disability or a home-based obligation that prevents them from volunteering on-site. Virtual volunteering allows anyone to contribute their time and expertise from his/her home or office.

Seasonal or Special Events

Flu Shots

Assist with taking flu shot reservations; signing in customers on day of event; directing customers; and asking customers to fill out forms, etc.

Volunteer Opportunities

Seasonal or Special Events Continued

Holiday Parties

Help with preparing party favors, decorating; set-up, checking in customers, taking pictures, and possibly serving, etc.

Intergenerational

Volunteers work in programs or projects with other or multi-generations (i.e., being interviewed by Girl Scouts, computer mentor, etc.)

Other / Special Events

Assist with set-up, serving, picture taking and clean up.

SHAPE (Senior Health Alliance Promoting Exercise) Walk

Serve as a greeter, assist with registration, hand out goodie bags, t-shirts, lunches and water, and cheer participants along the course.

Tax Assistance – Client Facilitator

Ensure customers bring correct documents required to accurately complete their tax return; determine with the assistance of a tax counselor when a customer's tax return is outside the scope of the tax program; and assists customers with completing the Intake Form.

Tax Assistance - Counselor

Provide free tax assistance by preparing tax forms and answering tax questions; and help customers one-on-one at tax site. Become certified by self or classroom training and must pass IRS exam.

Tax Assistance – Electronic Return Originator

Work closely with the Local Coordinator and site counselors to electronically file federal and state returns with the IRS and state Departments of Revenue; transmits e-files and ensures receipt of acceptance or rejection for all transmitted returns; assures rejected e-files are resolved; maintains required IRS and State e-file records; sends necessary documentation to IRS Service Center and Territory Manager; and provides ongoing support to e-file site counselors by answering questions and addressing anomalies that occur during the electronic filing procedure. Computer proficient and must pass IRS exam.

Volunteer Opportunities

Seasonal or Special Events Continued

Tax Assistance – Instructor

Schedules counselor training classes, provides instruction on income tax information and tax return preparation, and counselor certification. Ensures that instruction is provided to all site level tax volunteers on program policy and administrative procedures, especially confidentiality and security. Grades, reviews and returns IRS test to counselors and provides guidance for identified weak areas. Must attend Instructor workshop and pass all three sections of the test for IRS certification.

Tax Assistance – Local Coordinator

Recruits, appoints, supervises and evaluates Counselors, Electronic Return Originators (ERO), and Client Facilitators, ensuring IRS certification, as required, and program policy training for all. Works closely with staff to confirm and evaluate existing Mather tax sites, open new Mather tax sites, and merge sites as appropriate. Prepares site schedules, updates site lists, forms, orders site materials from the IRS and AARP Tax-Aide National Office, and coordinates local program publicity with Mather staff and AARP District Coordinator.

Tax Assistance – Quality Reviewer

Check each tax return to verify that information reported matches the information provided on the completed Intake Form and matches all supporting documents; and may assist tax counselors with explaining tax returns to customers to ensure that the customer understands what has been prepared for them. Must pass IRS exam.

In-House

Administrative

Filing; mailings; phone work (i.e., courtesy calls); shredding; pulling waivers; and organizing the book shelf.

Arthritis Exercise Instructor

Lead Arthritis Foundation approved exercise classes at Café to teach and encourage participants to strengthen their muscles weakened by arthritis.

Birthday Merriment

Assist Café staff with monthly event and decorating, calling birthday folks, picture taking, etc.

Volunteer Opportunities

In-House Continued

Body Mass Index (BMI) Screener

Once a month a trained volunteer conducts body fat screening using an electronic body fat analyzer and discusses results with the participant.

Café Historian

Organize pictures, newspaper clippings and places them in albums and / or scrapbooks and journals event information.

Cash Register

Greet customers, take meal and carry out orders, fill beverage orders, provide customer service and rings up orders on cash register and handles money.

Computer / Data Entry

Enter customer information and activities into VISTA database system.

Decorations

Help decorate the Café for special events, different seasons, and just for the fun of it.

Dinner Theater Dining Room Captain

On Fridays provide customer service throughout the special event, direct people to tables, help deliver meals, check in with diners, refill glasses, clear plates, etc.

Event Leader

Teach a class or group (i.e., line dancing, knitting, crafts, chorus); organize a bowling league, take attendance, collect payment and report numbers to the Café; lead chess club and teach others how to play; lead a walking club, etc.

Fitness Center Assistant

Trained volunteers assist other members in the safe and effective use of the fitness center and to support their efforts to attain and maintain an active lifestyle.

Front Desk

Cover the front desk when the Café front desk staff is scheduled for lunch, out of the Café or on vacation; greet customers; answer phones; scan or ask customers to sign in and then direct them appropriately.

MATHER

C O N N E C T I O N S

Volunteer Opportunities

In-House Continued

Healthy Cooking Demonstrations

Assist culinary staff during cooking presentation and then help serve, refill glasses, and clear plates.

Host / Hostess

Ensure room is set-up, greet and direct people, and assist presenter (if needed).

Illinois workNet Advisor

Educate and assist Café customers with accessing and utilizing economic security and work force resources available through the Illinois workNet portal, and conduct follow-up with customers. Contribute to the development of an Illinois workNet presentation and participate with a team of Advisors in delivering Illinois workNet presentations at the Cafes. Completion of the Certified Illinois workNet Advisor (CIWA) Foundation online course is required.

Mather Chorus

If you enjoy singing consider joining the Mather Chorus. Chorus meets at Mather's on Central (3235 N. Central Avenue, Chicago) every Tuesday afternoon to practice. The chorus travels in the Chicago land area to accommodate singing engagement requests.

Mather Resource Market

Once a month display, demonstrate and sell products from the vast collection that the Café offers to make one's life a little bit easier. If you're creative and enjoy shopping for others, promoting merchandise and working with customers you'll jump at this opportunity.

MindFit Mentor

MindFit is a computer software program that has been proved to improve short term memory, eye-hand coordination and memory recall. A MindFit Mentor will assist customers, if needed during classes at the Café, by answering questions and helping them use the software program.

Program & Trips Team

Share ideas of possible programs, activities, and trips; resource finding (i.e., information, cost, program speakers, etc.); channel findings / information to Café staff for future programming purposes; may serve as a trip leader.

MATHER

C O N N E C T I O N S

Volunteer Opportunities

In-House Continued

RTA Application Assistance

Assist individuals with renewing, replacing or applying for a new RTA pass and take pictures to accompany the application.

Service Log Coordinator

On a monthly basis collects, reviews and performs data entry of volunteer service hours into computer spreadsheets for the purpose of tracking impact and for the Mather Buck coupon incentive.

SHIP (Senior Health Insurance Program) Counselor

Objective assist Medicare beneficiaries who have problems and questions with Medicare, Medicare Supplement, Medicare managed care and long term care insurance.

Trip Assistance

Pull trip waivers, conduct reminder calls, greet and check-in participants the day of the trip.

Trip Leader

Chaperone groups of individuals on a trip, ensure group remains together, provides customer service throughout the trip, assists tour guide (in some instances) when necessary, etc.