

What you may not know about Catholic Charities NW Seniors Services.

We are a designated agency that administers state and federal programs for the **Illinois Department on Aging and the local Area Agency on Aging**. Therefore **we service any older adult**, sixty years and older **irrespective of race or religion**.

Special Project Volunteer

Need: A volunteer who will assist with the development of an e-mail and fax directory of organizations that may possess potential volunteers .

Skills: Volunteer will need some investigative and research skills as well as good communication skills .

Place : Arlington Heights Senior Center or volunteer's residence. Which ever is most convenient for the volunteer

Commitment: Expected commitment is short term. Approximately three to four months .

Training and Supervision: Volunteer will work closely with the coordinator

CATHOLIC CHARITIES
NW SENIOR SERVICES
1801 W. CENTRAL RD.
ARLINGTON HTS, IL 60005
847-253-5500

More on next page!

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Telephone Reception Volunteer

Need: On going telephone/reception position. Volunteer would welcome walk-in seniors and caregivers, answer and transfer incoming calls. In addition volunteer would assist in scheduling appointments.

Benefits: If you are looking for a position that very often **“makes time fly”**, and are looking for a volunteer environment that can provide various opportunities to encounter diverse situations and people on short term basis, this position may be for you .

Skills: Good phone skills. Although not necessary, being able to use a mouse is helpful.

Place : Arlington Heights Senior Center

Commitment: You should be willing to volunteer for four hours a week . Day of volunteering would be mutually agreed upon with the coordinator

Training and Supervision: Short training period and on-going monitoring is provided throughout your experience.

Application Process: An application interview is necessary.

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Money Management volunteer

Need: We are seeking an adult to provide budgeting and general recordkeeping assistance for seniors. This volunteer assistance and support program is part of the State of Illinois Money Management program sponsored by AARP.

Benefits: If you are looking for an opportunity to contribute to the enhancement of quality of life and gain satisfaction from increasing a senior's measure of control, this opportunity may be for you

Skills: You should have a general knowledge of household budgeting, checkbook balancing, and general record keeping.
You should be the type of person who is patient, sensitive and willing to work with clients who may have different expectations from the program.

Commitment: You should be willing to contribute 3 to 5 hours a month. Hours of volunteering are generally flexible.

Training and Supervision: One hour training and on-going monitoring is provided throughout your experience by a supervisor.

Application Process: An application interview, three references and a submission of a criminal background check are required. Volunteers are insured by AARP

If you would like to consider this **very personally rewarding opportunity** please contact

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