

Volunteer Position Description

Name of Organization/Program:

Spectrum Generations – Central Maine Area Agency on Aging

Mission/Overview:

To promote and advance the well-being and independence of older and disabled adults, with the support of their care partners, to live in their community of choice.

Volunteer Position Title:

Kitchen Volunteer (#1 below) Meals on Wheels Volunteer (#2-4) Facilities and Maintenance (#5)

Volunteer Role Description:

Several roles available, depending on students time and schedule.

1. Congregate Dining Server - serve food, refresh coffee/dessert/tea stations, clean tables – M-F 11am-12:30pm
2. Kitchen Packer (morning) – work in a small assembly line with other volunteers to pack meals for the meals on wheels program – M-F - 8am-10pm estimated.
3. Meals on Wheels Milk Packer (morning) – work in a medium-sized assembly line with other volunteers to pack meals to be prepared for meals on wheels consumers – Tuesday and Thursday only – 7:30am-9am
4. Meals on Wheels Frozen Meal Packer – work in a medium-sized assembly line to pack frozen meals to be distributed to meals on wheels consumers – Monday and Wednesday only – 12:30pm-2pm
5. Facility and Maintenance Volunteer – any time, M-F, assist in cleaning the center – tables, chairs, windows, light lifting, heavy lifting, sweeping, and more.

Time Commitment: *Please select the length of the volunteer commitment and include any helpful details about how many hours volunteers should be available to serve weekly/monthly.*

☐ Limited Time/When Project is Complete

☐ Ongoing at Flexible Times

☒ Ongoing at Specific/Set Times

Details About Time Commitment *(Please include the number of hours you would like students to serve in this role each week as well as any set dates/times if applicable):*

Commitment is flexible, but recommended once per week on a regular basis.

Number of Volunteer Positions Available: unlimited flexible

If you may have other volunteer positions at your organization with different responsibilities or expectations, please complete a separate form for each unique role. Please include the number of volunteers you would like to serve in this specific role.

Volunteer Responsibilities/Expectations:

- Closed-toed shoes
- Hair band or hair net may be required

- Appropriate, clean, dresswear
- Reliable transportation to and from the work location – Muskie Community Center – 38 Gold st., Waterville ME 04901

Desired Qualifications/Skills:

- Friendly with older adults and adults with disabilities
- Volunteer who tries to avoid discussing topics based on potentially sensitive topics (political beliefs, religion, war, etc.)

Volunteer Coordinator/Volunteer Supervisor at Organization

Name:

Title:

Alison Linscott

Volunteer Coordinator

Email:

Telephone:

alinscott@spectrumgenerations.org

207-620-1684

Preferred Communication Method of Volunteer Supervisor:

☒ Email ☐ Telephone ☐ No Preference/Both

Volunteer Resources:

Please list any technology, software, digital platforms, or other resources that volunteers will need in this position

List of Resources/Tools:

- N/A
-
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Does this volunteer position involve interaction with minors or other vulnerable populations?

☐ Yes ☒ No

If yes, please provide further details:

Are there any screenings, background checks, training, or other safety measures that volunteers need to complete before beginning their service?

☐ Yes ☒ No

If yes, please provide further details:

Additional Information: