



## Madison Senior Center

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Madison, Wisconsin 53703  
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### VOLUNTEER TEAM LEADER POSITION OPPORTUNITIES

We are recruiting volunteer team leaders for Madison Senior Center programs. Please check any team leader titles in which you have an interest. Please return to: Rick Orton, MSC, 330 West Mifflin St., Madison, WI 53703; 267-2344, [rorton@cityofmadison.com](mailto:rorton@cityofmadison.com).

- Board of Directors and Committee**  
Provide leadership, expertise, and advice as a member of the Board of Directors or a Board Committee, including Financial Operations & Development, Personnel/Leadership, Planning & Evaluation, Program Policy, Participant Advisory and Public Relations.
- Edgewood College Nursing Program, Volunteer Coordinator (Age requirement: 50+)**  
Assist coordination of program where individual volunteers meet at a public location with Edgewood College nursing student to assist development of patient relation and interview techniques. Monthly, September – May. One hour per month.
- Festival of Wreaths Team, Volunteer Coordinator(s)**  
Assist planning and implementation of annual display and sale of donated wreaths held in December.
- Health & Wellness Program, Volunteer Coordinator(s)**  
Suggest ideas for programs on current topics. Orient participants on exercise equipment. Encourage and monitor participant progress, collect and share resources of interest on health, nutrition, fitness, etc.
- A Photo Affair, Volunteer Coordinator**  
Plan and implement annual judged photo show exhibit in October. Coordinate receiving and registration of submitted photographs. Assist in hanging photos. Coordinate pickup of photos.
- Senior Partners, Volunteer Coordinator (Age requirement: 50+)**  
Assist coordination of program in which first year UW medical students meet in individual volunteers home with to develop patient relation and interview techniques. Monthly, September–May. One hour per month.
- Sunday Meal, Two Volunteer Coordinator**  
(1) Assist staff in supervising set up of kitchen and dining room for the Sunday Meal. Oversee and assist serving and clean up of approximately 50 - 75 meals. (2) Assist staff in supervising and helping with registration of participants. Help assure that the entertainment and bingo are set up and orient bingo callers to their duties. Assist with final clean up. Four (4) Sunday meals annually and one (1) holiday meal (December 25<sup>th</sup>).
- Elder Wisdom Circle, Volunteer Coordinator**  
Work with Elder Wisdom Circle members to develop and communicate their responses on issues and concerns involving Internet–based advice project. Review and transcribe Circle members' advice and transmit to Wisdom Circle internet link.