

VOLUNTEER JOB DESCRIPTIONS—ARTS & CULTURE DEPARTMENT

**Lifelong Learning Program Aide**

**Summary:**

Lifelong Learning Center Volunteers will primarily perform class Aides to support the operations of Lifelong Learning programs. Volunteers assist in planning, preparation, and logistical arrangements for workshops, classes and events both on-site and off- site. The Volunteers will act as a representative for the Lifelong Learning Center when requested to do so at appropriate meetings and events.

**Note:** Some activities will require transportation, however Volunteers without transportation can still serve at events on-site. Some weekend and evening work may be required. Notice, options, and arrangements for weekend and evening work will be provided by Hannan supervisors.

**Sample Duties and Responsibilities:**

- As a class Aide: preparations and assembling print materials/supplies, and class management tasks (class room set-up/arrangements, presentations/announcements)
- Assist with event/workshop registration and RSVP procedures, (forms completions, telephone contacts, mailings)
- Assist with record keeping—class rosters, attendance, evaluations, documentation
- Greet, direct, and assist attendees at events and at workshop sites
- Register participants for classes
- Lead field trips: attend field trip as Hannan representative, provide/distribute print materials, oversee participant satisfaction, ensure participant safety on trip as well as safe return to Hannan

**Interests:**

- On-going learning and education
- Opportunities to learn new things
- Talking with people

**Ideal Qualifications, Skills and Abilities:**

- Volunteer or work experience as a group facilitator/instructor
- Great oral communication skills
- Able to complete light physical tasks (moving chairs, moving tables with help, etc.)
- Great organizational skills
- Comfort leading a group