

2023 OLLI Volunteer Classifieds

HELP WANTED: OLLI at SOU always needs volunteers to support its member driven organization. Let us help you find a short-term task or longer-term position that fits your background, skill set, and overall interests. Volunteers are **everything** that happens here. For general volunteer information, contact Taliah Mortensen, OLLI Volunteer Coordinator, at mortenst1@sou.edu or call 541.552. 8108; For more specifics, look for Council or Committee Chair contact information at the end of each classified section.

OLLI at SOU Council Directors (3)

Council Directors set the direction of OLLI, enacting policies, and processes to support and sustain a member-driven organization. Position is a three-year term; requires attendance at ten council meetings a year; must serve as an officer or liaison to a committee; participation at all-member events. Need an enthusiastic, committed willingness to be part of OLLI's governing body; appreciates the importance of a well-informed decision-making team. On-going support provided through six one-hour monthly mentoring sessions for new council members. Benefits include a rewarding experience working with eight other dedicated OLLI leaders. **For more information, contact OLLI President, Phyllis Fernlund at pfernlund@csuchico.edu**

Communications & Community Outreach Committee (CCO)

Experienced Marketing Tactician needed with a background in advertising, promotion, public relations, customer relationship management, video production, or graphic design. Let's see if there is a fit to meet your interests with CCO needs. Benefits include a good way to meet OLLI members, partners and community members.

Speakers Bureau Coordinator needed to assist setting up a Speakers Bureau by regularly contacting local organizations (fraternal organizations, retirement communities, etc.) to determine interest in a presentation on OLLI. Coordinate with OLLI members willing to make presentations. Requires an ongoing commitment working with a variety of groups, organizing speakers, confirming program details. Support provided from CCO team. Benefits include creative use of your talents directing an outreach program for OLLI and community members.

Assistant: Community Lectures – seeking assistance with topic and presenter selection for Community Lectures & Taste of OLLI series. Assist in production, promotional flyer creation, support presenters on Zoom or Powerpoint, (if applicable); prepare lecturers for presentation. Commitment is usually 3-4 lectures per term with 3 hours maximum per lecture. Knowledge of public speaking skills & Powerpoint/ Zoom is desirable; Ongoing support from CCO team. Benefits include a hearty thanks and rewarding community interface.

Helpers: OLLI Open House (multiple positions) – Helpers wanted for various tasks at the July 28, 2023 Open House (SOU Stevenson Union). Tasks include AM set up & PM tear down and various other duties during the event. The time commitment will be determined closer to the date, however, plan for several hours on event day and if needed, some pre-event time. Willingness to pitch in, as needed. Ongoing support from CCO team; benefits include a good way to meet other OLLI members, partners, and community members plus the satisfaction of providing a needed service.

Distribution Coordinators: Catalogue and Promotional Materials (3)

Ashland, Talent/Phoenix, & Medford

Looking for individuals who like problem solving, have good organizational skills and can commit to 3 times a year to oversee the distribution of the OLLI catalogue and other promotional materials. Some planning time is required to identify suitable locations for materials, needed quantities, inventory updates, recruitment/orientation of delivery assistants. Typical time commitment is 2-3 hours for each of the three distribution cycles. Ongoing support from CCO team. Good communication, interpersonal skills, understanding a spreadsheet are desired. Benefits include wise use of your talents and time to increase OLLI community awareness, reduce wast-

ed materials and overall fun of working alongside OLLI members.

Distributor: Catalogue & Promotional Materials—multiple positions: in Ashland, Talent/Phoenix, & Medford

Working with the area Catalogue and Promotional Materials Distribution Coordinator, you will maintain contact with senior facilities & other locations to determine the quantity of requested OLLI promotional materials. Plan pick-up and delivery; complete a material inventory to adjust for next delivery. This process occurs 3 times/year (June/July, Oct/Nov, Jan/Feb) but may require some additional deliveries to support OLLI marketing campaigns. Good communications and a vehicle are needed. Ongoing support from the Distribution Coordinator. Benefits include increased community awareness of OLLI and the fun of meeting/working alongside other members.

Organizer: Catalogue Distributor & Bundling

OLLI catalogue distribution is an important position that works with the area Catalogue and Promotional Materials Coordinators. You'll compile a tally of required number of catalogues; submit number to the catalogue editor; after catalogues are received, head up a group of volunteers to bundle copies, coordinate pick up by distributors; notify coordinators of bundling date; distribute other materials (flyers, rack cards, etc.) as needed. Your involvement occurs 3 times a year (June/July, Oct/Nov, Jan/Feb). Strong communication and organizational skills required. Benefits include a wise use of your talent & time plus fun working with other volunteers. **For more information on all positions, contact CCO Chair, Peggy Evans at mevans@mind.net**

Curriculum Committee (CC)

Liaison to Instructors for Movement Courses (Dance, QiGong, Yoga)

Looking for a category liaison who will encourage prospective instructors, mentor, and provide instructional support, help craft course proposals. Requires at least a two-year commitment; attendance at eleven Curriculum Committee monthly meetings; occasional instructor events, and one class of your first-time instructors. Must have interest & ability to work one-on-one with instructors; need an enthusiastic approach to life-long learning while promoting member satisfaction with OLLI's

curriculum. Position offers an opportunity to meet OLLI instructors and interact with 20 other mentors dedicated to providing "great" OLLI courses. Ongoing support available from CC team. **For more details, contact CC Co-Chair, Anne Coleman at apcoleman2019@gmail.com**

Landscape Support Team (multiple positions)

Landscape Support Team Member

Enjoy working in the garden? Looking for enthusiastic landscape team members responsible for maintenance of the Campbell Center courtyard and other garden areas. Team quarterly workdays are planned, and you can "adopt" an individual garden bed to manage other times. Background and gardening knowledge is helpful. Support provided by the Committee Chair. Your participation will help create beauty & interest of the OLLI gardens while having fun with like minded OLLI members. **Share your interest with Shannon Wolff at smjwolff@gmail.com**

Leadership Development & Recruitment Committee (LDRC)

Leadership Development & Recruitment Committee Chair

Seeking a talented leader who enjoys a challenge! Position is responsible for planning, managing, supporting the work of the Leadership Development & Recruitment Committee to ensure that OLLI has the policies, procedures, and programs needed for the successful recruitment, development, and training of OLLI Council Directors and Committee Chairs. Serve at least one year (renewable) from June to June; knowledge of board recruitment and orientation practices; prior OLLI leadership experience is a plus. On-going support provided by current OLLI Leadership Team. **Contact Tracy Palermini, Vice President, at tpalermini@gmail.com**

Member Services Committee (MSC)

Member Services Committee Chair/Co-Chair

Seeking a service minded leader to oversee the Members Services Committee (MSC). Responsibilities include coordinating & supporting the work of all MSC Team Leads – Conversation Connections, Events Planning, Guided Explorations, Member Survey, New Members, Shared Interest Groups, and Social Community – who work to directly serve OLLI members. Serve at least one year (renewable) which runs June to June. Prior experience leading programs, teams. Organization, project management and communication skills are desirable. Ongoing support provided by current Leadership Team. **Contact Tracy Palermini, Vice President, at tpalermini@gmail.com**

Events Planning Team Lead: needed to plan and deliver major social events for OLLI members and instructors. Must serve at least one year-June to June (renewable). Attendance required at MSC planning meetings. Prior event planning experience is desired. Support provided from Lead Planner, Committee Chair & Staff. Must bring enthusiasm, organizational and communications skills to the team. Benefits include a creative opportunity to meet new friends and make valuable social connections.

Events Planning Team Members: assist the Event Planning Team Lead plan and deliver OLLI social events. Serve at least one year (renewable) from June to June. Attendance at team meetings is required to share information, problem solve and event planning. Support provided from Team Lead, MSC Chair & Staff. Your enthusiasm, commitment, organizational and communication skills will be important to the team. Benefits include meeting new friends and fostering connections.

Assistant for Program Leads: you will work with Leads who manage MSC's seven member focused programs which include Shared Interest Groups, Conversation Con-

nections, Guided Explorations, Social Community, Member Satisfaction Survey, Event Planning, New Member Orientation. Serve at least one year (renewable) from June to June. Attend MSC meetings to assist in team planning. Ongoing support provided from Lead, MSC Chair & Staff. Your enthusiasm, commitment, organizational and communication skills will be important to the team. Benefits include meeting new friends and fostering connections. **For more details on all positions and to share your interest, contact Molly Killefer at mollykillefer@gmail.com**

Office Support Team (multiple positions)

Office Support Team members needed for administrative support year-round in the OLLI office. You'll act as a "first responder" dispersing information to members & non-members. Requires at least a one-year commitment; work monthly fluctuating shifts on an as-needed basis. Must be knowledgeable about OLLI's mission, educational programs, special events & outreach activities. Computer experience with online programs, applications & databases highly desirable. On-going training provided by experienced Leads & OLLI Staff. Benefits are great as you get the opportunity to share past professional and people skills while assisting others. **For more details, contact Volunteer Coordinator, Taliah Mortensen at mortentst1@sou.edu**

Venue & Technology Planning Committee

Technology Coordinator & Committee Members needed to coordinate OLLI's classroom technology to address instructor needs. Develop & test new systems (in concert with SOU-IT Dept). Work with instructors to simplify their use of existing equipment. General knowledge of audio/visual equipment & interest in newer technologies; some classroom teaching & PowerPoint experience is valuable. Requires ongoing commitment. Be a part of moving OLLI into a hybrid learning future! **Contact Committee Chair, Lorraine Vail, at lvail627@gmail.com**



Osher Lifelong Learning Institute at Southern Oregon University

inside.sou.edu/olli ♦ olli@sou.edu ♦ 541-552-6048