

To continue to provide programs at the Senior Recreation Center, we need the help of volunteers. It is a great way to meet people and get involved.

PTI is a self-supported program of ElderCare; therefore we operate only with volunteers and membership fees and donations. No organization provides financial support for PTI; we have no employed staff. That is how we are able to continue to provide low cost programs.

If you are interested, please review the list of volunteer roles below and check off the activities that interest you. **Training is available for all volunteer roles.** Complete the contact info below and turn-in at a PTI program. Someone will contact you. Or call Jean Outler at 367-8169.

### **Volunteer opportunities with PrimeTime Institute:**

**Host:** Greet visitors/members; answers questions about PTI; sets-up host table before program starts, arranging PTI forms/flyers, and name tags; etc. After program, returns supplies to PTI storage cabinet.

**E-mail /Communication Coordinator:** Periodically e-mails PTI program information to PTI members, using text provided by the Program Coordinator. Maintains the e-mail address list by updating as new members join PTI. This role could be shared...Two people could alternate months of sending the email the PTI info, or one could maintain the email address list and another could send out the messages.

**Program Planner:** Works with a Program Coordinator & the Program Planning Group to arrange future programs. Contacts prospective free speakers, providing PTI Speaker Guidelines, and obtains program titles and descriptions in time to meet PTI's publicity deadlines for the month's schedule. Typically plans 1 program every other month, depending on how many planners are in the group. Program arrangements usually are completed two months prior to program date. *Communicates with other planners by e-mail.* We could use 3-5 more planners.

**Program Leader:** Sets up equipment needed for the program and leads the volunteer team for the dates they've signed up for. Equipment set-up includes computer/projector/sound equip/screen. May assist &/or train host volunteers. May make program announcements at start of program. Must be comfortable with computer equipment and physically able to handle screen, tables, etc. Must also be knowledgeable about the PTI program process and program administration (membership/donations). May lead 1-2 programs/month. We could use 3 to 5 more program leaders.

**Program Coordinator:** Coordinates the Program Planning Group through occasional meetings (4-5 per year) and use of e-mail, maintains master program schedule for PTI, as well as consolidates program info provided by planners, such as speaker info, program descriptions for publicity, etc. Follows-up with planners regarding missing information/deadlines for program publicity. E-mails program info to publicity outlets, meeting deadlines. Trains/supports new Program Planners. Must be comfortable using computer tools and be detail oriented, keeping track of who is doing what, when. This is a demanding role, however most coordinator tasks may be done at home, when time permits. The Coordinator is a PTI member who also serves on the PTI Leadership Council.

**Treasurer:** Working with the Shands accounting staff supporting ElderCare, collects PTI membership fees and donations for PTI, processes requests for reimbursement for PTI expenses and keeps track of PTI finances. As a member of the PTI Leadership Council, periodically reports organizational financial status.

Your name \_\_\_\_\_ Phone \_\_\_\_\_  
Your email address \_\_\_\_\_