



## Edgewater Village Chicago – Volunteer Opportunities

### Our Mission

The mission of Edgewater Village Chicago is to engage and support older adults, enhancing their quality of life as they age, so they remain active and contributing members of the community.

### Background

Edgewater Village Chicago began in 2016 in partnership with the City of Chicago's Area Agency on Aging and is one of 20 villages associated with the city's senior satellite centers.

Edgewater Village is a volunteer, non-profit organization offering programs, social activities and resources geared to older adults. There are no membership dues and its programs are free and open to everyone.



We have no paid staff. Everything we do, our programs, our newsletter, our website, our outreach to and our collaboration with other organizations, is done by volunteers. As one volunteer said, "I've met great people while volunteering, and have enjoyed contributing to the well-being of our neighborhoods."

Please read the following descriptions of volunteer activities and decide if there are some that might be of interest to you.

During the pandemic, we are collaborating via Zoom.

*Are you interested in any of these opportunities?* Email us at [info@evchicago.org](mailto:info@evchicago.org)  
*Want to know more about us?* Check out our website: [evchicago.org](http://evchicago.org)

## Communications Committee

### **Facebook Editor**

Schedule: Up to you

Location: Can work remotely

Serve on the **Communications Committee**. Regularly review, monitor and add to our Facebook content, respond to comments and questions sent through Facebook, and promote the content of other affiliated organizations. Need to be comfortable with using Facebook.

### **Website Editor(s)**

Schedule: Up to you

Location: Can work remotely

Serve on the **Communications Committee**. Help us maintain and improve our website on Squarespace. No prior knowledge is necessary; we will provide training. You just need to be comfortable with using technology. You will update the site weekly with new program information and update the website content for relevance, accuracy, and to keep it up to date.

### **Newsletter Assistant Editor(s)**

Schedule: Monday through Thursday

Location: Can work remotely

Serve on the **Communications Committee**. Work with the Executive Director, using MailChimp, to produce the weekly newsletter. No prior knowledge is necessary; we will provide training. You just need to be comfortable with using technology. Coordinate with the Program Committee and Website Editor to promote upcoming programs. Identify graphics to promote programs. Develop other content for newsletter.

### **Marketing Assistant**

Schedule: Flexible

Location: Can work remotely

Serve on the **Communications Committee**. Develop ways to increase number of subscribers to EVC newsletter. Publicize programs by contacting media and maintain a list of contacts for distributing flyers.

### **Graphic Designer**

Schedule: Flexible

Location: Can work remotely

Serve on the **Communications Committee**. Design flyers and locate graphics for programs, Facebook page and website.

## Program Committee

### Program Evaluation Coordinator

Schedule: monthly meeting; weekly follow-up as needed

Location: Can work remotely

Serve on **Program Committee**. Work with presenters to conduct program evaluations, either via a poll within a Zoom presentation, or via a follow-up email to attendees. Once meetings are in-person, paper forms will be used. Tabulate results and report to Program Committee.

### Program Committee Member(s)

Schedule: Zoom meeting once a month; other work as needed

Location: Can work remotely

Serve on **Program Committee**. Review past offerings to get ideas for future offerings. Track offerings of other similar organizations to see what might be of interest to our members. Collaborate with Communications Committee to promote programs.

### Zoom Program Host(s)

Schedule: Zoom meeting once a month; other work as needed

Location: Can work remotely

Serve on **Program Committee**. Help organize virtual events via Zoom. Host or co-host programs. Edit and distribute program recordings.

## Finance Committee

### Finance Assistant

Schedule: Flexible

Location: Can work remotely

Serve on the **Finance Committee**. Develop annual budget for approval by the Board of Directors. Track expenses and provide a monthly report to the Board of Directors

### Fundraising Director and Committee Member(s)

Schedule: Flexible

Location: Can work remotely

Serve on the **Fundraising Committee**. Research sources of potential funding, including grants. Assist in grant writing. Contact local businesses for possible sponsorships. The Director leads annual fundraising drive.

## Community Partnership Committee

### **Outreach Coordinator(s)**

Schedule: Up to you

Location: Can work remotely

Serve on the **Community Partnership Committee**. Assist in outreach to Loyola faculty, local theaters and organizations with similar goals. Facilitate coordination of services and offerings. Develop ways to promote virtual activities with EVC members. Develop regular outreach efforts for seniors in our neighborhoods, with an emphasis on reflecting the diversity of our communities.

### **Volunteer Coordinator(s)**

Schedule: Flexible

Location: Can work remotely

Recruit community volunteers and college interns to assist with projects. Coordinate assignments to particular projects. Follow-up on assignments. Take the lead in recognizing volunteer efforts and writing letters of recommendation for college interns when assignments are completed.

### **Tech Support/Cybernavigator**

Schedule: Up to you

Location: Can work remotely

Serve on the **Community Partnership Committee**. Work with the Executive Director to anticipate and resolve technology issues. Assist EVC members who need help with technology, particularly with being able to access Zoom events. Look into ways to increase access to technology (cell phones, tablets, laptops, internet, WiFi, etc.) for EVC members to reduce social isolation.

## Administration

### **Archivist**

Schedule: Flexible

Location: Can work remotely

Work with the Executive Director and Committee Chairs to maintain a digital record of minutes, reports, forms and other information using Google Drive.

### **Board Member**

Provide leadership for the entire organization. Previous volunteer service within Edgewater Village is typically the prerequisite for Board membership.