

Benevilla Volunteer Opportunities

Home Services throughout the Northwest Valley

Business Affairs

Help people who need assistance to handle basic business affairs, such as balancing checkbooks and completing insurance forms. Answer other questions regarding business affairs.

Errands

Provide assistance on an "on-call basis" to homebound individuals by picking up prescriptions, groceries or running other miscellaneous errands.

Grocery Shopping

Help a homebound or physically challenged individual maintain their independence by shopping and delivering groceries on a regular basis.

Handyman/Home Repair

Provide minor home repair and maintenance work for someone who is unable to do it themselves. Tasks may include changing furnace filters and light bulbs, installing handrails in bathrooms, installing new light fixtures or other minor jobs as requested.

Friendly Visitor

Help to combat loneliness by spending some time each week with an elderly person. Friendly visitors can read mail and write letters, play games, share a meal, take people shopping or just visit in the person's home. Friendly Visitors also serve a dual purpose by providing some relief time for the caregiver.

Phone Pals

Provide daily or weekly telephone calls to homebound and socially isolated individuals, building individual relationships.

Transportation

Help a person maintain their independence and dignity by taking them to and from medical, dental and other appointments on an "on-call basis". Transportation will be provided by using your vehicle.

Computer Specialist

Assist individuals with their computer programs and internet services.

Office Assistant

Assist the Home Services Staff with processing and coordinating grocery shopping services. Also assist with general office tasks such as phone calls and filing.

Home Delivered Meal Program

Deliver meals Monday through Friday to individuals who may be homebound in the Surprise and Sun City West area.

Adult Day Centers in Peoria, Sun City and Surprise

Activity Care Partner

Assist the staff with implementing specific program activities for Day Center participants. Examples of activities include arts and crafts, games, trivia or assisting with musical entertainment.

Activity Leader or Instructor

Plan, present and implement specific activity programs for the participants. You will provide materials needed for your activity or they may be provided for you upon request to the Supervisor.

Kitchen Assistant

Help prepare, serve and clean up during snack times and lunch time. Assist with preparation and serving of special or restricted diets. Ensure that proper food storage/handling techniques are followed. A food handler's certificate from the state of Arizona is required.

Nurse (licensed or unlicensed)

Assist the staff nurse. Provide daily nursing care to participants and serve as a member of the Multidisciplinary Team for care plans. Must be a licensed RN in the state of Arizona and have or obtain current CPR and First Aid certification. May be asked to perform or assist with health screenings.

Student Nurse Interns

Internships are available for students enrolled in an accredited college or university program. Opportunities include Activity Leader and Student Nurse Internships. Interns must meet regularly with staff regarding the status of their goals and objectives.

Greeter and Receptionist

Greet participants and visitors to the Day Center, answer telephones, take messages and provide other clerical support to the staff.

Transportation Services

Provide assistance and support to the Bus Driver Staff. Accompany the driver and provide help in the event of an emergency. Provide assistance to keep the participants seated and seatbelts fastened. Assist them on and off the bus. No driving is required.

Intake and Outreach Social Services at the Main Campus

Service Coordinator

Provide in-home assessment, prepare and implement the care plan and provide follow up services to enable clients to remain independent in their own home. Sensitivity, interviewing and assessment skills and patience are required. You must complete an in-depth training process prior to beginning this assignment. You must use your own transportation for appointments.

Case Aid Volunteer

Under the direction of the designated supervisor, provides office support to Volunteer-based Services, provides follow-up support to clients, documents client contact(s), assists with maintaining Community Resource Directory, information regarding facilities (including Assisted Living Homes), assists Volunteer Home Support Service Coordinator as determined by supervisor.

Business Operations at the Main Campus

Office Assistant

Assist staff with office tasks and projects. Basic office skills are required and computer skills are preferred. You must have the ability to pay attention to detail communicate well with others and maintain accurate files. Also on an on-call basis, provide extra support for mailings that must be done in a timely manner.

Receptionist

Assist with greeting visitors to the building, answer telephones, take messages, and provide light clerical support to staff.

Special Events

Provide support for Community Relations Events. Examples of events may include the Harvest Moon Gala, the Golf Tournament, volunteer recruitment, participation in health fairs, craft shows or assisting with Thanksgiving and Christmas meals at Chez Nous. You must have the ability and willingness to understand and share the mission of Interfaith with the public.

Ambassador and Tour Guide

Be an advocate for Benevilla by leading tours throughout the new facility, assisting with orientation, speaking at community events to educate the public about our programs and the services that we provide.

Website Assistant

Individual with extensive computer skills to assist with updating data on the Benevilla web site.

Birt's Bistro and Bookstore at the Main Campus

Food Server

Duties include greeting and serving customers, hot beverage preparation, cold food preparation, stocking counters and bussing tables.

Cashier

Individual collects payments of guest checks and ensures the accurate accounting of all transactions, collections and disbursements.

Retail Designer

This person would create the layout and design of displaying gift and craft items and provide assistance to the Manager in finding new vendors to display their products.

Bookstore Assistant

This position assists in display, categorizing and pricing all donated materials to the bookstore. You may be asked to assist Birt's Bistro during the busy lunch hour to clear tables if necessary. You will receive training and instruction from the bookstore manager.

Farmers Market Assistant

The Volunteer Farmer's Market Assistant will help with marketing and contacting vendors for an outdoor farmer's market on the main plaza. Will receive direction from the Farmers Market Manager.

Farmers Market Manager

The Manager is responsible for developing a business plan, marketing and managing an outdoor farmer's market on the main plaza.

Wirtzie's Child Development Center at the Main Campus**Office Assistant**

Assist staff with office tasks and projects. Basic office skills are required and computer skills are preferred. You must have the ability to pay attention to detail communicate well with others and maintain accurate files. Also on an "on-call basis", provide extra support for mailings that must be done in a timely manner.

Teacher Assistant

Assist the Lead Teacher in providing a warm and nurturing environment in which the children can grow physically, emotionally, socially and intellectually.

Nurse (licensed or unlicensed)

Assist the staff nurse. Provide daily nursing care to participants and serve as a member of the Multidisciplinary Team for care plans. Must be a licensed RN in the state of Arizona and have or obtain current CPR and First Aid certification.

May be asked to perform or assist with health screenings.

Intergenerational Center Event Coordinator

Plans, schedules and produces on-site and intergenerational events for the Child Development and Lucy Anne's Place.

Activity Leader or Instructor

Plan, present and implement specific activity programs for children ages 1-5. This may be craft projects, music activities or events that encourage learning.

Master Gardener

The Master Gardener will develop, implement and conduct onsite programs that are age and ability appropriate for learning opportunities in the Intergenerational Garden.

Birt's Café in Sun City Grand

Food Server

Duties include greeting and serving customers, hot beverage preparation, stocking counters and bussing tables. Must have food handlers certification.

Youth and Family Volunteers

There are a variety of ways that Youth (ages 13-18) and Family volunteers can make a difference at Benevilla.

Families can:

- grocery shop
- be a friendly visitor
- provide transportation
- volunteer in the Adult Day Centers
- assist with special events
- write letters and cards to individuals
- provide home repair services

Youth can:

- volunteer in the Day Centers (age18)
- assist with special events
- help with office assistance tasks
- assist with landscaping needs
- sweep Day Center patios and trim plants
- write letters or cards to individuals
- be a phone pal
- serve food in the Bistro (age 16)
- assist in the Child Development Center (age 16)

FOR FURTHER INFORMATION CALL: 623-584-4999