

RSVP

Lead With Experience



Current RSVP Volunteer Opportunities

Please contact the RSVP Volunteer Program Office for additional information

316-660-5134

Or

1-800-367-7298

Education

Mentor/Tutor

Site Location: Communities in Schools

Mission: To champion the connection of needed community resources with schools to help young people successfully learn, stay in school, and prepare for life.

Job Duties: Volunteer will have lunch with a child once a week. Quality time in this one-on-one relationship will help students in many areas that affect life at home and school. By offering friendship, guidance, and a positive perspective a mentor clearly shows that someone cares.

Qualifications/Trainings Required: Background check and additional training is required.

Time Commitment: One hour weekly.

Senior Mentor

Site Location: Senior Services of Wichita, Inc.

Mission: To offer innovative effective programs that allow older people and their families to lead quality lives and continue to make positive contributions to the community. Child Start provides childhood development services that prepare children for lifelong success.

Job Duties: Meet with a pregnant or parenting teenager at least 8 hours per month for friendship, socialization and activities. Volunteer must meet with mentee at least twice per month for eight hours monthly for a minimum of six weeks.

Qualifications/Trainings Required: Must have a car and a valid Kansas drivers license. Experience with young people is helpful. Volunteer should be a good listener and have the ability to accept and relate to youth with different values and lifestyles. Volunteer must have the ability to communicate with teenagers openly and non-judgmentally, and be sensitivity to persons of different educational, economic, cultural, or racial backgrounds. Two hours of training is required. Ongoing training is provided.

Time Commitment: Position requires eight hours per month for a minimum of six months.

Available Times: Varies

Clerical

Receptionist/Greeter

Site Location: The Treehouse

Mission: Help mothers with their physical and emotional needs.

Job Duties: Volunteer will check in moms using a computer to verify that they are a Treehouse client, answer the telephone and take messages, assist with miscellaneous office work.

Qualifications/Trainings Required: Light telephone and computer experience helpful. Must be friendly and enjoy working with people.

Time Commitment: 10:00-12:30 or 12:30-3:00 shifts, on Monday, Tuesday, Wednesday, or Thursday

Materials Preparation Volunteer

Site Location: Kids Cope

Mission: Provide support and a comforting environment for grieving children and their families. Kid Cope provides support groups for children between the ages of three and eighteen, and to their adult caregivers.

Job Duties: Volunteers are needed to clip words from magazines that will be used to make memory boxes and mask projects, volunteer will also straighten supplies in the supply room and group room closets; assemble packets, assemble "farewell pouches", make masks using face foam and paper strips, straighten the library, and perform other activities as needed.

Qualifications/Trainings Required: Training will be provided on site.

Time Commitment: One to two times per month for 2-3 hours each time.

Clerical Support

Site Location: American Red Cross

Mission: The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross and Red Crescent Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies.

Job Duties: Willingness to support the Red Cross Mission. Represent the Red Cross in a professional manner. May include the following tasks: light typing, data entry, filing, assist in preparation of mailings, answer telephones and taking messages.

Qualifications/Trainings Required: Ability to follow instructions and complete a project, willingness to learn new skills, ability to work with employees, volunteers and the public.

Time Commitment: Two hours preferred.

Community

Host/Hostess

Site Location: Kids Cope

Mission: Provide support and a comforting environment for grieving children and their families. Kid Cope provides support groups for children between the ages of three and eighteen, and to their adult caregivers.

Job Duties: Serve refreshments to group meetings at the agency, greet families arriving at the agency, assist the facilitator if a child needs assistance, notify facilitators on session time limits, clean up after families leave, assist children with refreshments

Time Commitment: 2.5 hours per session

Available Times: Evenings

Peer Support Volunteer

Site Location: Central Plains Area Agency on Aging

Mission: To be the recognized leader in a collaborative effort towards assisting diverse populations of older adults and persons with disabilities to maintain their choice of lifestyle through education, advocacy and services.

Job Duties: Seek to improve mental and physical health of seniors. Volunteer and participants will work toward developing and achieving a set self-defined goals, and take steps toward improved mental health and increase their community connections.

Volunteers will meet with participants for a ten week period one hour weekly.

Qualifications/Trainings Required: Background check and two hour training required.

Time Commitment: Meet once a week with peer support partner for 10 weeks and self determined times.

Receptionist/Greeter

Site Location: The Treehouse

Mission: Help mothers with their physical and emotional needs.

Job Duties: Volunteer will check in moms using a computer to verify that they are a Treehouse client, answer the telephone and take messages, assist with miscellaneous office work.

Qualifications/Trainings Required: Light telephone and computer experience helpful. Volunteer must be friendly and enjoy working with people.

Time Commitment: 10:00-12:30 or 12:30-3:00 shifts, on Monday, Tuesday, Wednesday, or Thursday

KSSE Volunteer

Site Location: Central Plains Area Agency on Aging

Mission: To be the recognized leader in a collaborative effort towards assisting diverse populations of older adults and persons with disabilities to maintain their choice of lifestyle through education, advocacy, and services.

Job Duties: To provide financial organization assistance for adults 60 and older in Sedgwick County. Volunteers will sort and file mail, help with bill paying, assist with

bank statement reconciliation, checkbook balancing, and provide assistance for general consumer issues.

Qualifications/Trainings Required: General knowledge of household financial management. Periodic trainings are offered. KBI background check required.

Time Commitment: Volunteers usually meet once a month with clients for approximately one hour.

RSVP Agency Liaison

Site Location: Sedgwick County Department on Aging

Mission: To be the recognized leader in a collaborative effort towards assisting diverse populations of older adults and persons with disabilities to maintain their choice of lifestyle through education, advocacy, and services.

Job Duties: Volunteer will work closely with the RSVP Volunteer Coordinator to arrange for projects from non-profit agencies that are to be completed by RSVP workroom and home volunteers. Volunteer will also work closely with workroom and home RSVP volunteers. Duties may include the delivery and pick up of project materials from agencies, and home volunteers; maintain and establish good relationships with RSVP partner agencies, and act as a good representative of the RSVP volunteer program

Qualifications/Trainings Required: On the job training will be provided.

Time Commitment: Flexible schedule

Clinic Administrative Assistant Scheduling Support Volunteer

Site Location: Kansas Humane Society

Mission: To set the standard in care and adoption services for pets while educating the community in the ethical and responsible treatment of companion animals.

Job Duties: Volunteer will be responsible for retrieving voice mail, answering phone calls, returning phone calls, determining eligibility, and scheduling surgical appointments utilizing Pet Point.

Qualifications/Trainings Required: Clinic Administrative Assistant will provide technical training and support.

Time Commitment: Agency needs 2 shifts per day, 10 am-2 pm and 1 pm- 5 pm.

Senior Mentor

Site Location: Senior Services of Wichita, Inc.

Mission: To offer innovative effective programs that allow older people and their families to lead quality lives and continue to make positive contributions to the community. Child Start provides childhood development services that prepare children for lifelong success.

Job Duties: Meet with a pregnant or parenting teenager at least 8 hours per month for friendship, socialization and activities. Volunteer must meet with mentee at least twice per month for eight hours monthly for a minimum of six weeks.

Qualifications/Trainings Required: Must have a car and a valid Kansas drivers license. Experience with young people is helpful. Volunteer should be a good listener and have the ability to accept and relate to youth with different values and lifestyles. Volunteer must have the ability to communicate with teenagers openly and non-judgmentally, and

be sensitivity to persons of different educational, economic, cultural, or racial backgrounds. Two hours of training is required. Ongoing training is provided.

Time Commitment: Position requires eight hours per month for a minimum of six months.

Available Times: Varies

Blood Collection Volunteer

Site Location: American Red Cross

Mission: The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross and Red Crescent Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies.

Donor receptionist: Provide a warm friendly greeting to all donors. Instruct and make donor comfortable in registration process.

Donor Escort: Be alert for signs that the donor is not feeling well while escorting donor to the canteen area and to call for staff assistance. Assist staff in making donors comfortable during the donation process which includes appropriate conversation.

Canteen Aid: Be alert for signs that a donor is not feeling well and to call for staff assistance. Offer refreshments using proper technique in handling and preparing food. Set up and maintain cleanliness in canteen area. Offer appropriate instructions and conversation. Express appreciation for donating and encourage the person to donate regularly

Qualifications/Trainings Required: Ability to meet and greet a variety of people in a friendly and courteous manner. Volunteer will maintain confidentiality in a professional manner, ability to work cooperatively with staff and other volunteers. Volunteer must be able to meet the physical demands of the positions for the length of the shift. On-going training to meet procedural changes is required.

Computer

Computer Lab Instructor

Site Location: Sedgwick County Department on Aging

Mission: To be the recognized leader in a collaborative effort towards assisting diverse populations of older adults and persons with disabilities to maintain their choice of lifestyle through education, advocacy and services

Job Duties: Volunteer will instruct older adults the basics of operating a personal computer. The volunteer will teach class participants how to operate a mouse, send an e-mail, navigate the internet, and use basic computer software.

Qualifications/Trainings Required: Volunteer must have knowledge of PC operations, basic computer software, and the ability to answer questions related to computer technology, internet, and e-mail basics.

Time Commitment: 1 to 2 hours per week.

Seniors

Peer Support Volunteer

Site Location: Central Plains Area Agency on Aging

Mission: To be the recognized leader in a collaborative effort towards assisting diverse populations of older adults and persons with disabilities to maintain their choice of lifestyle through education, advocacy and services.

Job Duties: Seek to improve mental and physical health of seniors. Volunteer and participants will work toward developing and achieving a set self-defined goals, and take steps toward improved mental health and increase their community connections. Volunteers will meet with participants for a ten week period one hour weekly.

Qualifications/Trainings Required: Background check and two hour training required.

Time Commitment: Meet once a week with peer support partner for 10 weeks.

KSSE Volunteer

Site Location: Central Plains Area Agency on Aging

Site Mission: To be the recognized leader in a collaborative effort towards assisting diverse populations of older adults and persons with disabilities to maintain their choice of lifestyle through education, advocacy, and services.

Job Duties: To provide financial organization assistance for adults 60 and older in Sedgwick County. Volunteers will sort and file mail, help with bill paying, assist with bank statement reconciliation, checkbook balancing, and provide assistance for general consumer issues.

Qualifications/Trainings Required: General knowledge of household financial management. Periodic trainings are offered.

Time Commitment: Volunteers usually meet once a month with clients

Arts and Inspiration Coordinator

Site Location: Alzheimer's Association

Mission: To eliminate Alzheimer's disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of brain health.

Job Duties: Volunteer would lead and organize the Arts and Inspiration Program. Responsibilities would include coordinating events for a once a month program directed towards those with early onset Alzheimer's disease.

Time Commitment: Once a month, plus a couple hours preparation

Transportation

Driver

Site Location: Rural Senior Centers, Bentley, Mt. Hope, Clearwater, and Garden Plain.

Job Duties: Provide transportation to adults over the age of 60 for example: to doctor appointments, social visits, grocery shopping, to meal sites, etc...

Qualifications/Trainings Required: Valid Kansas drivers license, good driving record, current Kansas liability or better insurance.

Time Commitment: Flexible schedule

Blood Services Transport Driver

Site Location: American Red Cross

Mission: The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross and Red Crescent Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies.

Job Duties: Willingness to support the Red Cross Mission. Transport blood products and/or supplies as assigned. Drive in safe and courteous manner, obeying all traffic laws. Complete vehicle paperwork and properly report any mechanical problems or accidents to staff. Interact with staff, volunteers and hospital customers in a positive manner. Represent the Red Cross in a professional manner.

Qualifications/Trainings Required: Valid state drivers license with a good driving record. Volunteers should be familiar with the geographic area and driving routes. Good physical condition, ability to lift 50 lbs and maneuver a two wheeled cart with up to 75 pounds. Volunteers are required to demonstrate reliability. Training: Defensive Driving course, on-the-job with experienced driver, on going training to meet procedural changes.