

SouthWest Improvement Council (SWIC)

Volunteer Job Opportunities

Current hours of operation, Mondays – Fridays, 8 a.m. – 5 p.m.

Dining Center Kitchen Help, Mondays – Fridays, 11:00-12:30

Contact: Jane Hann, 720-364-8225

Assist with serving and clean-up for Volunteers of America's Senior Lunch program.

Knowledge of food service helpful, outgoing personality, flexible and must enjoy working with seniors (age 60 and older.)

Reception Area Assistants, Mondays – Fridays, Shifts 9 a.m.-Noon OR 1-4 p.m.

Contact: Janice Friddle, 303-934-4780

Positive attitude, professional appearance and welcoming personality required.

Answer telephones, take messages, greet clients, offer assistance information and other office tasks as assigned. This position requires an application and interview. Volunteers are asked to commit to the same shift and day per week. Probationary period is 4 weeks.

Handy Hearts Home Chore Helpers, This is SWIC's most flexible opportunity.

Contact: Janice Friddle, 303-934-4780

Schedules are based on client chore needs and coordination between clients and volunteers. Volunteers can donate as many hours as their schedules allow. Skills required are diverse including light yard work, gutters, lights and/or locks replacement, and any chore that ensures the safety of the clients (age 65 and older.)

Volunteers must undergo an application and criminal background check.

Fitness/Gym Class or Wellness Instructors, Mondays-Fridays, Classes are usually one hour with sessions lasting 4-8 weeks.

Contact: Janice Friddle, 303-934-4780

SWIC has three fitness rooms; universal weights, open studio and a full gymnasium. Class needs include programs for people age 65 and older i.e. chair exercise, easy yoga, Tai Chi and walking programs. Other programs ideas welcome!

Computer Instructors/Tutors, Mondays – Fridays, Classes are usually one hour with sessions lasting 4-6 weeks.

Contact: Janice Friddle, 303-934-4780

SWIC has a six-station computer classroom with Windows XP and Office 2003. The computers also have Internet access. Classes for beginners in Word Processing, Basic Internet and other introductory programs are encouraged.

Food Distribution Program, Fridays 1-3:30 p.m.

Contact: Jane Hann, 720-364-8225

Requires the ability to lift 40 lbs, move and fill boxes, tables and chairs and work as a team. Volunteers may also assist with registration or other duties as needed.

Building and Grounds-keeping Assistants, Episodic (as needed)

Contact: Jan Marie Belle, 303-934-2268

Volunteers should be flexible and interested in helping maintain the SWIC community center. Duties could include interior and exterior painting, minor repairs and maintenance, trimming trees and shrubs, assembly of office furniture, hanging art work, building modifications, setting up for special events, periodic snow removal or trash pick-up and other needs that develop. Volunteers report to lead Building and Grounds Volunteers, Steve Hildmann and Manuel Fresquez.

SWIC Community Garden, Episodic (as needed)

Contact Jan Marie Belle, 303-934-2268

Seasonal volunteer opportunity to include weeding, watering and other garden tasks are required.