



**FORT WAYNE
PARKS AND
RECREATION**

Volunteer Opportunities

Community Center, 233 W Main St, FW, In 46802

Parks and Recreation is not just for kids! We offer numerous opportunities for all ages to join our family of over 200 volunteers and become involved in Community Center programs and operations. As a Community Center volunteer, you will find satisfaction in being of service to the community, develop your interests, and make new acquaintances. You may choose to volunteer on a regular weekly schedule or on an occasional basis. Please call 427-6461 for more information.

Volunteer Coordinator - Works closely with office staff in planning and scheduling programs and activities for all ages. Responsible for recruiting, managing and coordinating volunteers. Operational procedures include assignment and supervision of volunteers. Maintain files and encourages active participation. Experience in planning and development of programs. Experience in supervision is desirable.

Information Desk Receptionist - This is the first person anyone meets coming in the door. Responsible for answering phones, taking reservations, answering questions and making sure everyone signs in on the appropriate attendance sheet. Also helps to validate parking tickets and uses a POS to enter money collected for activities. Office staff may ask to assist in completing projects. Must be friendly, neat in appearance, have good communication skills and willing to learn. Time commitment is one 4 hr. shift (morning or afternoons) per week or train as a substitute when needed.

Bingo Caller - Bingo is offered the 2nd and 4th Fridays of each month. Bingo is 1 pm - 3 pm with a break at about 2 pm. Time commitment is 12:45 to 3:15 pm. Looking for enthusiastic individuals with a pleasant personality. Good with communication skills and neat in appearance. Must be 18 or over. Time commitment is approximately 2-½ hours twice a month.

Fitness & Conditioning Coordinator - Must be available on a regular basis to supervise/help older adults on fitness equipment and to teach good fitness habits. Lead them in stretches and encourage their progress. Responsible for teaching the skills of the equipment. Must have good communication skills, be patient and enthusiastic. Time commitment is approx. 2 hrs. for each session. Must be 20 or over.

Walking Group Coordinator - Must be available on a regular schedule. You will develop the itinerary and plan/coordinate activities. Responsible for leading the group on walks preferably twice a week. Must be friendly, enthusiastic, a good communicator and neat in appearance. Must be 20 or over.

Monthly Lunch Kitchen Help - Help prepare, setup and serve one Monday each month. May help with planning menus, centerpieces and favors going along with each monthly theme.

Computer Lab Assistants and Instructors – There are many types of computer volunteer work. If you have any skills in technology, you may not be aware of how easily you can donate your knowledge to help another. From school children to the elderly, those who have a knack for computers can find plenty of opportunities to be beneficial in their spare time. Classes are once a week for 6-8 weeks at a time. Usually they are 2 hours in duration.

Craft Coordinator - We need “crafty” adults 18 and above who are willing to share their favorite hobbies! Coordinate crafts on a monthly basis offering projects at a nominal charge for the community.

Volunteer and Paid Class Instructors - Instructors are the key to having successful educational and recreational programs. Instructors are motivated people who have an interest or a hobby and who are willing to donate a few hours of their time to share their knowledge and skills with others by teaching a class or seminar. Subjects could include art, culinary, language, computers, crafts, etc.

Special Events Helpers - Assist with crafts and decorations, help with setup, serve refreshments, coordinate activities and help clean up on special occasions throughout the year.

We also develop volunteer positions around individual skills and interests. Please contact the Community Center at 427-6460 or stop in 8:00am-4:30pm Monday-Friday.

