

# ADMINISTRATIVE

## VOLUNTEER OPPORTUNITIES

### ADVOCATE FOR THE AGING

The Advocate for the Aging's Office has a need for volunteers to assist the County's Advocate for the Aging in many areas. Volunteer opportunities are as follows.

#### **Event Coordinator**

This volunteer will assist with planning, decorating, greeting attendees, help with set up and breakdown, assist in hosting events.

**Skills Required:** Must have the ability to work independently or in a team setting; Must be well organized and work well under tight time constraints; kind, compassionate and understanding.

**Age Requirements:** 16 or older

**Volunteers Needed:** 2

**Hours Needed:** Sporadic and dependent upon scale of event.

### MENTAL HEALTH AND DEVELOPMENTAL SERVICES

#### **Prevention Services Unit Volunteer**

The Department of Mental Health and Developmental Services (Prevention Services) is in need of a volunteer to support staff in the following areas: setting up campaigns on various social media sites; maintaining an updated, aesthetically pleasing website; providing updates, new information and current calendar events. The volunteer will also be responsible for incorporating user-friendly verbiage and data on social media sites, particularly appealing to teens and young adults; migrating information to existing websites and social media platforms (e.g. Facebook, Instagram, etc.); interpreting analytic reports related to outcomes (i.e., website visitor tracking information).

**Skills Required:** Must have the capability of working independently and responds positively to supervision.

**Age Requirements:** 17 or older

**Volunteers Needed:** 1

**Hours Needed:** Volunteers are needed on weekdays between the hours of 9:00a.m. to 5:00p.m.