



1625 Northport Dr. #125
Madison, WI 53704
Office: 608.243.5252 Fax: 608.243-5259
www.nescoinc.org

Larry Jolón, Volunteer and Special Events Coordinator
608.243.5252 x 204 – ljolon@nescoinc.org

Programs – Program Aide

Do you have a passion for working with senior adults, and enjoy providing engaging opportunities for the community? Are you looking for a leadership opportunity that allows you to build lasting relationships with members of our community? Then consider joining our Programs team!

Responsibilities:

- Schedule program sessions with interested senior adults.
- Before each session, be the lead contact for group attendance, activity set-up and set-down.
 - Programs included but are not limited to: Card-Making Club, Sewing Club, etc.
- Depending on the program, work with the Programs Manager to update assigned program and execute new, planned initiatives.

Commitment:

- Dependent on the Program Manager's needs and unfilled positions. Commitment is usually 2 hours or less on weekdays.

Requirements:

- Possess good communication and listening skills, as well as good organizational skills.
- Comfortable leading groups and interested in building relationships with senior adults.
- Show empathy and understanding when working with senior adults, and able to keep confidentiality.

Benefits:

- Recognition at our Annual Volunteer Recognition Celebration.
- If you are over age 55, also an opportunity to affiliate with the Retired Senior Volunteer Program of Dane County (RSVP).

The Coalition does not discriminate on the basis of age, race, ethnicity, religion, color, gender, physical handicap, marital status, national origin or ancestry, cultural differences, physical appearance, sexual orientation, arrest or conviction record, income level or source of income, student status, political beliefs, military participation or membership in the national guard, state defense force, or any other reserve component of the military forces of the United States, or less than honorable discharge.