



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

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

Programs – Latinx Program Volunteer Assistant

As the only older adult non-profit that provides programming for the Latinx community, we prioritize creating engaging opportunities and needed support for this underserved population. Help assist our Latinx Cultural Diversity Specialist to continue to provide quality programming during our monthly discussion groups!

Responsibilities:

- Attend monthly discussion groups to assist with set-up which includes: meeting set-up, food preparation and serving, and site cleaning after meals.
- Assist participants into their ride home at the conclusion of the meeting.
- Occasionally assist the Latinx Cultural Diversity Specialist with day trip planning, preparation, and execution.
- Other tasks assigned related to program management by the Latinx Cultural Diversity Specialist.

Commitment:

- Once a month on Wednesday evenings, from 5:45 PM – 8:30 PM. May need assistance on other days for trips.
- Minimum 1-year commitment.

Requirements:

- Possess good communication and listening skills, as well as good organizational skills.
- Show empathy and understanding when working with older adults, and ability to maintain confidentiality.
- Conversational fluency in Spanish recommended.
- Must pass a criminal background and personal references check.

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).

NESCO 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.