

Would You Like To Volunteer With The Center for Lifelong Learning (CLL)

Do you want to become more involved with CLL but do not know how to participate? Maybe you find yourself with spare time? CLL is run by volunteers for most of its activities. We have different opportunities available; review the list below and tell us your interests on the form on the next page. We would love for you to join our team.

Open House Volunteer (Registration Day, two times per year)

- **Greeter:** Meet students arriving for registration and direct them to line in hallway. Address questions from students by referring them to person/persons able to answer their questions.
- **Registration:** Assist students at registration table to ensure correct information on registration form. Direct students to correct payment line, i.e., cash, check, or credit card.
- **Parking Pass:** Ensure parking pass information complete on form and issue parking decal.
- **Membership Card Lamination:** Issue and laminate Membership cards and explain benefits on rear of card.

Classroom Facilitator for General Interest Courses

- Place attendance form out for attendees to check as they enter room.
- Introduce instructor and go over housekeeping.
- Hand out attendee feedback forms with last session of course.
- Collect attendee feedback forms and attendance form and return to office.
- Attend monthly curriculum meetings.

Classroom Assistant for Technology Courses (aka Coaches)

- Support instructors by providing individual attention to those attendees who need it.
 - Requirement: Must be knowledgeable about subject being taught.

Instructor Liaison

- Attend monthly curriculum committee meetings.
- Bring in course ideas to committee.
- Interact with instructors for course proposal form completion, classroom needs, and confirmation of course dates.
- All classroom facilitator activities (see above).
- Compile attendee feedback summary and turn in to curriculum chair.

Social Events (Holiday Gathering, Kauffman Luncheon)

- Roles at these events might range from welcoming attendees, issuing name tags as attendees arrive, providing directions, and answering questions.

❖ You can sign up by one of the following methods:

Printing the form on the next page, completing it, and taking it to Room 104 of the B&E Building
Emailing the volunteer coordinator at vol@aikenlearning.org

Center for Lifelong Learning Volunteer Form

(Please Print Legibly)

Check those roles/activities that you are interested in. If you're not sure what roles/activities you prefer, leave them blank. We'll help you find your niche after you talk with us.

Open House Volunteer (Registration, two times per year):

☐ Greeter ☐ Registration ☐ Parking Pass ☐ Membership Card Lamination

Additional Opportunities:

☐ Classroom Facilitator ☐ Instructor Liaison ☐ Tech Class Coach ☐ Social Events

Name _____

E-mail _____

Phone _____

Take the completed form to Room 104 of the Business & Education Building on the campus of USCA. Our Volunteer Coordinator will follow up with you within a few days.