

# 2024 OLLI Volunteer Classifieds

**HELP WANTED:** OLLI at SOU is a member-driven organization, which means that volunteers are a key part of **everything** that happens in OLLI. Let us help you find a short-term task or longer-term position that fits your background, skill set, and overall interest. For general volunteer information, contact the OLLI Office 541-552-6048 [olli@sou.edu](mailto:olli@sou.edu). For more specifics, look for Council or Committee Chair contact information at the end of each section.

## **OLLI at SOU Council Directors (4)**

The OLLI Council oversees the governance and operation of OLLI and makes the decisions that guide the direction and future of the organization. Council Directors serve for a three-year term, and elect Council officers from the group of nine directors. Council meets ten times per year; each director serves as a liaison to a standing committee and may be appointed to serve on other ad hoc committees. Director candidates should be enthusiastic OLLI supporters who appreciate the importance of a well-informed decision-making team. Orientation is provided by current leadership to incoming directors. **For more information contact Laura Simonds at [lsimonds97520@gmail.com](mailto:lsimonds97520@gmail.com).**

## **Communications and Community Outreach Committee (CCO) Chair/Co-Chair**

Seeking a volunteer member(s) to lead the committee to create awareness of OLLI at SOU and promote membership. This committee is responsible for external communication, including advertising, public relations, and programs/events, through the development of promotional materials; internal communication, including providing information to OLLI's members through a variety of communication channels and ensuring consistent messaging; and community outreach, including the annual Open House, public lecture series, and speakers' bureau. Serve at least two years (renewable). Oversee and support the work of committee

members, lead committee meetings, and attend ten monthly Council meetings. Organization, project management, marketing, and communication skills are desirable. Ongoing support provided by OLLI leadership.

## **Experienced Marketing Tactician-**

Someone with a background in advertising, promotion, public relations, customer relationship management, video production, or graphic design. Let's see if there is a fit to meet your interests with CCO needs.

## **Distribution Coordinators: Catalog and Promotional Materials (3) Ashland, Talent/Phoenix, & Medford**

Looking for individuals who like problem solving, have good organizational skills and can commit to oversee the distribution of the OLLI catalog and other promotional materials. Some planning time is required to identify locations for materials, needed quantities, inventory updates, recruitment/orientation of delivery assistants. Typical time commitment is 2-3 hours for each of the three distribution cycles. Ongoing support from CCO team. Good communication, interpersonal skills, understanding a spreadsheet are desired.

## **Organizer: Catalog Distributor & Bundling**

Compile a tally of required number of catalogs; submit number to the catalog editor; after catalogs are received, head up a group of volunteers to bundle copies, coordinate pick up by distributors; notify coordinators of bundling date; distribute other mate-

rials (flyers, rack cards, etc.) as needed. Your involvement occurs 3 times a year (June/July, Oct/Nov, Jan/Feb). Strong communication and organizational skills required.

## **OLLI Open House Helpers (2-3)**

Helpers wanted for various tasks at the August 6, 2024 Open House (SOU Stevenson Union). Tasks include AM setup & PM teardown and various other duties during the event. The time commitment will be determined closer to the date, however, plan for several hours on event day and some pre-event time. Willingness to pitch in. Ongoing support from CCO team.

## **Community Lectures Assistants**

Help with topic and presenter selection for Community Lectures & Taste of OLLI series. Assist in production, promotional flyer creation, support presenters on Zoom or Powerpoint, (if applicable); prepare lecturers for presentation. Commitment is usually 3-4 lectures per term with 3 hours maximum per lecture. Knowledge of public speaking skills & Powerpoint/Zoom is desirable; Ongoing support from CCO team. **For more information contact Laura Simonds at [lsimonds97520@gmail.com](mailto:lsimonds97520@gmail.com).**

## **Curriculum Committee (CC)**

### **Course Liason Intern to take Future Openings**

Looking for a liaison who will encourage, mentor, and provide instructional support, help craft course proposals. Requires at least a two-year commitment; attendance at eleven Curriculum Committee monthly meetings; occasional instructor events, and one class of your first-time instructors. Must have ability to work one-on-one with instructors; an enthusiastic approach to lifelong learning. Ongoing support available from CC team. **For more information, contact Anne Coleman at [apcoleman2019@gmail.com](mailto:apcoleman2019@gmail.com).**

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## Finance Committee

### Member

OLLI members with a background in financial management or accounting are invited to consider joining the Finance Committee, which provides financial guidance and oversight for OLLI at SOU, with the goal of ensuring the long-term financial stability of the organization. This is an opportunity to learn about OLLI finances as a step toward running for OLLI Council and serving as Treasurer. **For more information, contact Paul Christy at [ptc97504@gmail.com](mailto:ptc97504@gmail.com)**

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## Leadership Development & Recruitment Committee (LDRC)

### Chair/Co-Chair

Seeking a talented leader who enjoys a challenge! Position is responsible for planning, managing, supporting the work of the Leadership Development & Recruitment Committee to ensure that OLLI has the policies, procedures, and programs needed for the successful recruitment, development, and training of OLLI Council Directors and Committee Chairs. Serve at least one year (renewable) from June to June; knowledge of board recruitment and orientation practices; prior OLLI leadership experience is a plus. Ongoing support provided by current OLLI Leadership Team. **For more information, contact Laura Simonds at [lsimonds97520@gmail.com](mailto:lsimonds97520@gmail.com)**

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## Venue & Technology Planning Committee

### Technology Coordinator & Committee Members

Coordinate OLLI's classroom technology to address instructor needs. Develop & test new systems (in concert with SOU-IT Dept). Work with instructors to simplify their use of existing equipment. General knowledge of audio/visual equipment & interest in newer technologies; some classroom

teaching & PowerPoint experience is valuable. Requires ongoing commitment. **For more information, contact Lorraine Vail, at [lvail627@gmail.com](mailto:lvail627@gmail.com)**

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### Events Helping Hands

Are you interested in helping out at new member receptions, instructor appreciation events, the annual meeting, or our open house? **For more information, contact MaryBeth Limpert at [mblimpert@sbcglobal.net](mailto:mblimpert@sbcglobal.net)**

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## Office Volunteer Positions

### Office Support Team

Looking for members interested in providing administrative support year-round in the OLLI office. Disperse information to members & non-members. Requires at least a one-year commitment; work monthly fluctuating shifts on an as-needed basis. Must be knowledgeable about OLLI's mission, educational programs, special events & outreach activities. Computer experience with online programs, applications & databases highly desirable. Ongoing training provided. **For more information, contact the OLLI Office, at [olli@sou.edu](mailto:olli@sou.edu)**

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### Landscape Support

Enjoy working in the garden? Looking for enthusiastic landscape team members responsible for maintenance of the Campbell Center courtyard and other garden areas. Team quarterly workdays are planned, and you can "adopt" an individual gardenbed to manage other times. Background and gardening knowledge is helpful. Support provided by the Team Lead. Your participation will help create beauty & interest in the OLLI gardens. **For more information, contact Coordinator Ruth Sloan, at [risible305@gmail.com](mailto:risible305@gmail.com)**

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## Member Connections Committee (MCC)

**Chair/Co-Chair** Seeking volunteer member(s) to take a leadership role in shaping OLLI at SOU educational program offerings. This committee is responsible for recruiting presenters, vetting program requests, and planning and overseeing one-time programs with a variety of formats that include facilitated discussions, field trips, interviews, lectures, and shared interest groups. Serve at least two years (renewable). Oversee and support the work of committee members, lead eleven monthly committee meetings, and attend ten monthly Council meetings. Organization, project management, and communication skills are desirable. Ongoing support provided by OLLI leadership.

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### Membership Connections Committee Members -

Looking for volunteer members dedicated to providing OLLI members with one-time educational programs. Committee members work as a team to recruit and encourage prospective program presenters and vet program requests. Members also serve as a liaison(s) for specific program areas: facilitated discussions, field trips, interviews, lectures, and shared interest groups. Program liaisons prepare and support program presenters and collaborate with OLLI staff to arrange schedule, venue, and promotion arrangements of programs. Two-year commitment with attendance at 11 monthly committee meetings and assigned programs. Ongoing support from committee team. **For more information, contact Laura Simonds at [lsimonds97520@gmail.com](mailto:lsimonds97520@gmail.com)**

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