

# 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 Candidates (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. **For more information contact Laura Simonds at [lsimonds97520@gmail.com](mailto:lsimonds97520@gmail.com).**

## Membership Committee Chair/Co-Chair

Seeking two volunteer members to lead the newly-appointed committee which is responsible to formulate strategies and execute initiatives to promote OLLI at SOU in the Rogue Valley and Southwest Oregon, recruit new members, engage existing members, and strive to achieve Council goals for membership growth and retention. Co-chairs will work together to 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. **For more information contact Laura Simonds at [lsimonds97520@gmail.com](mailto:lsimonds97520@gmail.com).**

## Membership Committee Members

Looking for volunteer members interested in creating and implementing plans for recruitment, orientation, and retention of OLLI members. Committee members will take lead roles for activities which might include distribution of course catalogs and promotional materials, developing programs open to the public or available for members to bring a friend, participating in community events with opportunities to promote OLLI to prospective members, welcoming and orienting new members, creating innovative ways for members to connect, encouraging members to participate as volunteers, and contacting lapsed members. Two year commitment with attendance at 11 monthly committee meetings and work group meetings as needed to accomplish goals. **For more information, contact Megan Rutherford at [rutherfordm@sou.edu](mailto:rutherfordm@sou.edu)**

## Programs & Activities Committee 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. **For more information contact Laura Simonds at [lsimonds97520@gmail.com](mailto:lsimonds97520@gmail.com).**

## Programs & Activities 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 Megan Rutherford at [rutherfordm@sou.edu](mailto:rutherfordm@sou.edu)**

## Curriculum Committee (CC) 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 the team. **For more information, contact Anne Coleman at [apcoleman2019@gmail.com](mailto:apcoleman2019@gmail.com).**

## **Communications Committee (CCO) Chair/Co-Chair**

Seeking volunteer member(s) to lead the committee responsible for supporting all OLLI committees and staff by collaborating on the development of promotional strategies and coordinating publicity and promotional materials and other communications to ensure that OLLI has consistent and coordinated branding and messaging. Chair/Co-chairs will oversee and support the work of committee members, lead quarterly committee meetings, and attend ten monthly Council meetings. Organization, project management, and communication skills are desirable. Ongoing support provided by OLLI leadership. **For more information, contact Laura Simonds at [lsimonds97520@gmail.com](mailto:lsimonds97520@gmail.com)**

## **Communications Committee (CCO) Members**

Looking for volunteer members experienced in advertising, promotion, public relations, copy writing, presentations, customer relationship management, video production, or graphic design to participate in the development and maintenance of OLLI's external and internal communications. Two year commitment with attendance at quarterly committee meetings and work group meetings as needed to accomplish goals. **For more information, contact Megan Rutherford at [rutherfordm@sou.edu](mailto:rutherfordm@sou.edu)**

## **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)**

## **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)**

## **Venue & Technology 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)**

## **Events Team**

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)**

## **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 willing to learn 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)**

## **Garden Team**

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 garden bed 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 Ruth Sloan, at [risible305@gmail.com](mailto:risible305@gmail.com)**



# **Osher Lifelong Learning Institute at Southern Oregon University**

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