



Laguna Woods Village®

## **CURRENT VOLUNTEER OPPORTUNITIES**

Updated February 2024

### **CLUBHOUSE 4**

Openings in all areas, particularly Jewelry, Glass and Machine shop.

Photo studio

### **GARDEN CENTER**

*Office assistant*

Phones, compliance tracking, communications, scheduling, mail, waiting list

*Plot administration*

Plot numbering, compliance reports, inspections (water and weeds)

*Garden maintenance*

Weeding, cleaning, pruning/trimming

*Communications*

Newsletter content, photos, interviews, story ideas

*Database administration helper*

Plot ownership tracking, lease renewals, phone

*Special projects*

Vegepods, common areas supervision, water assistance (vacation help) and Plot Partner administration

**—MORE ON NEXT PAGE**



## **HISTORY CENTER**

Openings in all areas

## **LAWN BOWLING INSTRUCTOR**

Saturday mornings at 9 a.m. on the lawn bowling greens.

Volunteer will instruct residents who are new to lawn bowling in the objective and technique of participating in the sport. The introductory lesson lasts about 45 minutes and covers the rules and safety reminders for participating in an outdoor activity.

## **PC WORKSHOP**

*Greeter*

Saturdays from 10 a.m. to 1 p.m.

## **MAC COMPUTER LEARNING CENTER**

Room Supervisor:

Shifts: 9 am to noon or noon to 3 pm. One day per week commitment.

Open or close room.

Greet visitors to the Mac Computer Learning Center.

Assist residents with questions regarding their Apple products commensurate with your ability.

Assist residents with printing and scanning.

Training available.

Instructor:

Teach classes on Apple programs or apps.

## **Performing Art Center**

*Usher*

As needed during PAC events, typically evenings from 6 to 10 p.m., occasional days.

Monitor interior doors prior to opening the house (auditorium).

Check tickets at door, assist patrons to their correct seats.

Secure doors once performance begins (you may be seated in the audience).



## Laguna Woods Village®

Monitor patrons during performance, assist patrons as needed, report any issues to head usher or front of house manager.

Stand at doors and assist patrons during intermission if included in performance.

At the conclusion of performance, open doors for patrons.

After performance, clean auditorium of large trash items (gloves and bags are provided).

This position requires no special physical capabilities.