You Can Do This (Revised August 2017)

Osher Lifelong Learning Institute (OLLI) at Western Michigan University

Use your skills - make new friends - help us grow!

Tasks and projects for volunteers evolve over time and tap varied skills and interests you have likely used for decades. Many are done on your own time from home; some require outreach in the community, some are hands-on, some are visionary; some require you to participate in group meetings. Current or ongoing volunteer needs include:

- **Attentive** folks to track content of committee or group meetings and compile them into summaries, distribute them electronically to attendees and the OLLI office for archives and keep rosters current

- **Detail-oriented, fun-loving, creative, doers** to help plan and implement events such as the January Thaw and August Open House – secure venues, parking arrangements and plan their set-up, plan refreshments and decor, contact vendors, assign helpers, help plan program in conjunction with Director, send thank you notes, etc.

- **Tired of sitting on the sidelines? Want to have a say in which courses, lectures, conferences, and trips happen?** Use your networking and persuasive sales skills to identify and recruit contacts who have the knowledge, passion, and ability to present topics as courses for OLLI. Sometimes this is done from potential leads or at least vague ideas, other times you go scouting and networking. **Join the Curriculum Committee and get it done.**

- **Enthusiastic advocates/speakers** to engage in outreach efforts to potential new members and participants in clubs, Senior Expos (Plainwell, Mattawan, and Kalamazoo), and social groups

- **Adventure seeker and curious?** Help plan trips with the travel planning team

- **Escorts/Shepherds** – Keep travel groups together, handle various related details

- **Liaisons:** OLLI course enrollees who make announcements on behalf of OLLI, confirm accuracy of course rosters, and serve as trouble shooters/problem solvers with instructors and course venues, send thank-you notes to instructors/presenters – OR, **HELP to recruit liaisons (happens 3 times a year)**
• **Imaginative dreamers** - visualize courses and trips based on feedback from evaluations plus brainstorming & exploring our community – join our Blue Sky Team

• **Screen – Review – Evaluate – Approve** courses proposed by potential instructors

• **Knowledgeable, enthusiastic, organized** instructors to teach courses *presenters do NOT need to be past or present professors or teachers*

• **Love data & have Microsoft Office (Word and Excel) skills?** Help with course, trip and event evaluations to assess program quality and member satisfaction

• **Historian with Excel skills needed** to update and maintain spreadsheet history of courses, instructors, trips, and events

• **Enjoy getting to know folks and use your matchmaker skills?** Interview potential volunteers matching their interests/skills with OLLI projects; interact with assorted OLLI groups so you know what volunteer tasks and projects need support

• **Spread the word, cruise the area** – Deliver course catalogs 3 times a year to both previously identified and new sites

• **Writers and editors, communication coordinators, photographers** – for the course catalogs, monthly e-newsletters, other materials and track presentations/media and catalog distribution, take pictures at events

  **OR**

Maybe you have ideas about other ways you can help with OLLI – we’re open to your thoughts and wisdom..........  

Want to know more? Please contact the OLLI office in one of the following ways: *(Regardless of HOW you contact us please be sure we have your name, preferred telephone number, and e-mail address (if you have one). Much routine communication among our volunteers is done via e-mail when practical.*

**OLLI website:**  [wmich.edu/olli](http://wmich.edu/olli) (Submit (electronically) either the “Help Us” or “Contact Us” form.  **Via phone:**  269-387-4200 (Ask for OLLI)

**US Postal Service:**  *Osher Lifelong Learning Institute at Western Michigan University*  
*Extended University Programs*  
*1903 West Michigan Ave.*  
*Kalamazoo, MI 49008-5230*