

Alta Vista Center *for* Autism

The Art and Science of Effective Intervention

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2007-08 VOLUNTEER OPPORTUNITIES

Parent and community volunteers are an integral and welcome part of our community. A wide variety of volunteer opportunities are available. Thank you in advance for your willingness to support our Center, fellow parents, staff, and most importantly, the children.

If you are interested in one or more of the volunteer positions, please check the job(s) below and return to the Center, attn: Ariel or email Ariel at adefazio@altavista-autism.org.

September

- Sep. 15 Fall Clean Up and Potluck—assist with clean up projects (9:00-12:00)
- Sep. 15 Fall Clean Up and Potluck—assist with potluck organization

**From 9:00-12:00 on Saturday, September 15th we will have a clean up day at the Center. Both indoor and outdoor projects are targeted. A potluck for families and kids will follow from 12:00-1:00.*

October

- Oct. 08 Back to School Night—donate food and refreshment
- Oct. 13 Autism Walk at Invesco Field—parent team captain needed

May

- May 03 Spring Clean Up—assist with clean up projects (9:00-12:00)
- May 03 Spring Potluck—assist with potluck organization

YEAR-LONG VOLUNTEER OPPORTUNITIES

Facility Improvement

Handyman or Handywoman: Are you handy around the house? Could you be handy around the Center with minor building repairs and projects such as installing shelves, changing light fixtures, and installing latches? We could use your help on a bi-weekly or monthly basis for regular repairs.

Grounds Maintenance: Do you like to do physical work in the yard? Can you help us throughout the year to clean, clear, and weed the front and back areas around the Center and the playground? We also need help pouring, raking, and re-mulching playground areas, as well as someone to secure and build a shed to hold outdoor supplies.

Landscaper Design Support: The Center currently employs a company to mow the lawn, et cetera. This volunteer would use his or her landscaping talents to make the Center more beautiful and maintain the look throughout the year! You could fill window boxes out front with flowers, help teachers and students plant pumpkins or sunflowers or bulbs. We even have a community garden on site readily available, just waiting for someone to take charge! We need help with weed control, tree cutting and maintenance, and overall design, planning and implementation.

Interior Design Support: Do you walk through the halls of the Center with creative ideas flowing for improving the look of our building? There is always room for improvement and we welcome your input in this important and often forgotten area of keeping our surroundings beautiful. We are looking for someone with workplace design or organizational skills.

Marketing and Development

Development or Fundraising Assistance: Are you a people person who likes to promote or support a good cause? We are looking for people to help us in our efforts to raise funds for the Center by joining our development committee. The committee meets once a month on Tuesdays at 10am (generally the second Tuesday of the month).

Marketing Coordinator: Do you have skills and experience in layout and design and/or graphic design? We would like to have a volunteer to help us create marketing materials for future projects.

Social and Teaching Opportunities

Family Social Coordinator: We would love to have a volunteer chair some social events to build the community of family at the Center. Would you like to organize a barbeque or a picnic or a GF/CF ice cream social? We know there are some wonderful entertainers in our midst. Please help the Center host some social events for all of us to attend!

Classroom Volunteer: Are you someone who enjoys and has experience or a desire to volunteer with children with autism? We have volunteer opportunities for candidates who have the time, talent and dedication to devote to our teaching teams for our day and after school programs. Because of the training and relationship components involved, **we require at least a semester long commitment** for our classroom volunteer positions.

Staff Appreciation: Do you enjoy making others feel special? We are seeking volunteers to support the good work the staff does for our children. Opportunities include bringing breakfast, goodies, or lunch for staff; creating a staff appreciation week, or helping with our annual staff appreciation party.

Material Preparation: Do you like to use your hands and make materials? We can always use regular volunteers to help teachers make workbox tasks, laminate, and create educational and teaching materials for our students.

Secret Shopper: If you are someone who enjoys finding a good deal and saving money, we have a job for you! We would like someone(s) to help us find the best deal on purchases for the Center, from supplies, toys, materials to services. It could be a one time or ongoing project involving comparison shopping and soliciting bids online or by phone.

Please search your hearts and schedules and see if you can give some time and energy to making the Alta Vista Center the absolute best place for our children and families! This is also great opportunity to build your workplace and volunteer experience with a local nonprofit organization. THANK YOU!!

If you are interested in one or more of the volunteer positions, please complete this form and return to the Center, attn: Ariel or email Ariel at adefazio@altavista-autism.org

Additional Ideas for the Future:

Audio-visual Person: Please help us obtain video cameras and mount them in the Center. Apparently community organizations have made camera donations in the past to nonprofit agencies like ours. We need someone to take a lead role in accessing these. Or perhaps you would like to help with music in the gross motor room. Or maybe you see a void where some AV support would improve the Center. Again, many opportunities and possibilities! Your staff liaison is Carrie Clark.

Room Parent: Your job will be to encourage community within the classroom by helping the teachers with things like organizing field trips, holiday parties, an annual “coffee” for the parents of students, or an annual staff appreciation luncheon put on potluck style by all of the parents in your classroom. You might organize toys or materials for your child’s teacher or make phone calls to parents to keep them up to date on what’s happening in the classroom. The possibilities are endless! Delegation and sharing this workload is encouraged. Your staff liaison is Michelle Buss, parent volunteer coordinator, and your child’s teacher.

Donation receiver and organizer: The Center gets many wonderful donations of toys and teaching materials. We are looking for someone who could sort through these and help the staff access these by organizing these items. There is currently a storage room of up ‘til now donations that also needs some organization. Perhaps you would like to provide ongoing help or maybe the idea of a one-shot organizing the storage room appeals to you or BOTH! Your staff liaison is (TBD).

Librarian: Please help us create a lending library for parents and staff. Sharing information is cost effective and so appreciated by all of us in our quest to stay informed. Your liaison is Michelle Buss.

Historian: Maybe your interests lie in the world of scrapbooking. Could you help us create a book of pictures and keep it up to date. Your staff liaison is (TBD).

Materials Creation: The staff would greatly appreciate some assistance with creating classroom materials from websites or donated toys and supplies. This position can help strengthen or draw on your most creative side! Your staff liaison is (TBD).