

**AMERICAN RED CROSS
SERVING MUSKEGON, OCEANA AND NEWAYGO COUNTIES**

VOLUNTEER OPPORTUNITIES

Whether you have a skill you would like to develop or one you would like to share, you can become part of the Red Cross team of people helping people. We can work with you to provide rewarding volunteer experiences, whatever your schedule.

We need people of all ages, from all walks of life, to help us meet the growing needs of our community. What you will get in return is a good feeling, along with personal growth and satisfaction that comes from making an important and meaningful contribution.

Following are descriptions of Red Cross volunteer opportunities. If you have an interest that is not listed, the Volunteer Services Department at 231-726-3555 or 1-800-813-8111 is available to talk to you about how we can meet your needs. Training is provided for all volunteer opportunities.

BLOOD SERVICES VOLUNTEERS

Blood Services Volunteers work at the Red Cross or at locations throughout the community as a vital part of the blood program. Half of the nation's blood supply – six million pints annually – is collected by Red Cross volunteers!

CANTEEN OBSERVERS serve refreshments to blood donors after they give blood.

COORDINATORS organize, publicize and plan blood drives in their community, church or place of business.

LOADER / UNLOADERS are volunteers who help set up and take down equipment used at offsite blood drives in the community. Must be able to lift 24-50 pounds and may involve going up and down stairs.

REGISTRATION VOLUNTEERS welcome and greet blood donors, explain the registration process and prepare the donor for giving blood.

SCHEDULING CHAIRPERSON coordinates and schedules volunteers to work on local blood drives. Work can be done out of one's home.

CASEWORKERS

Among our emergency services for the men and women of the armed forces is the delivery of urgent family messages – around the clock and around the globe.

ARMED FORCES EMERGENCY SERVICES (AFES) CASEWORKERS help active duty military personnel and families relay emergency messages.

LANGUAGE BANK VOLUNTEERS are those fluent in English and a foreign language and are available to translate as needed.

CLERICAL/ADMINISTRATIVE SUPPORT

Put your valuable computer and clerical skills to use to support the services of the Red Cross.

ADMINISTRATIVE ASSISTANTS support the activities of the Red Cross by volunteering their services to do typing, filing, record keeping, data entry and by assisting on special projects. Hours vary as needed.

BULK MAILING VOLUNTEERS help with large mailings by stuffing envelopes, applying labels and folding inserts.

FINANCIAL DEVELOPMENT ASSISTANTS help maintain database and process contributions. Volunteer should have advanced computer skills in Windows 2000, be detail oriented, have good organizational skills and basic accounting knowledge.

RECEPTIONISTS operate the switchboard, answer phones and greet the public at the Red Cross office. Clerical tasks are also performed.

SENIOR TRANSPORTATION DISPATCHERS answer phones, take appointments and operate two-way radios.

DISASTER SERVICES

Every year, the Red Cross responds to more than 70,000 disasters – including approximately 150 home fires every day.

Disaster volunteers are ready to help in the event of a national or local disaster, such as a fire, tornado or snowstorm. Volunteers help provide emergency services, conduct damage assessments, set up shelters, provide first aid and distribute food and serve as caseworkers. A variety of disaster training is required and available.

COMMUNITY DISASTER EDUCATORS teach a variety of preparedness classes to the public. Training is provided.

DISASTER ACTION TEAMS are volunteers who respond to local disasters such as house fires or apartment fires. Training is required and provided free of charge.

DISASTER HEALTH SERVICES nurses provide health care, first aid and casework to victims of disaster. Assignments vary according to the nature and severity of the disaster, locally and nationally. Nurses are involved with shelter care, health consultation and as health consultation liaisons with medical authorities.

DISASTER MENTAL HEALTH VOLUNTEERS help adults and children cope with the emotional and environmental impact following a disaster by assessing clients' needs, helping them adjust to temporary shelter living, and assisting them with their recovery. Current license or certification in mental health discipline is needed along with Red Cross training in disaster mental health.

DISASTER SERVICES HUMAN RESOURCES (DSHR) volunteers who have taken all the training necessary to become certified with the National American Red Cross and can make a three-week commitment (minimum 15 days) to go on a national disaster.

FRIENDSHIP BOX PROGRAM is a rewarding group activity that gives people the chance to make boxes filled with health, educational, and recreational items for children affected by local house fires.

RESPONSE TECHNOLOGY TEAM members provide technical solutions and services to the National Disaster Relief Operations, Service Areas and Chapters. This is accomplished by providing technical guidance and support within our areas of concentration, networking and communication. No prior experience needed, we will provide the necessary training.

QUILTS FOR COMFORT volunteers donate handmade quilts that will be given to families burned out of their homes.

DRIVERS

Put your love of driving to use and become a driver for the Red Cross!

All drivers must be at least 21 years old, have a good driving record, be trained in the proper procedures and be willing to drive in adverse weather conditions.

BLOOD SERVICES DRIVERS use Red Cross vehicles to transport blood products to hospitals or labs and do pickups and deliveries as needed. Many different routes and times are available. Assignments are available on weekdays, weekends and include local, long distance and night driving.

DIALYSIS UNIT DRIVERS transport Muskegon County patients to the hospital for dialysis. This shift is 5:15am until noon one day a week.

SENIOR TRANSPORTATION SERVICES DRIVERS transport Muskegon County senior citizens to health related appointments in automobiles provided and maintained by the Red Cross.

FUNDRAISING AND SPECIAL EVENTS

Short on time? Try volunteering on a special event! It's a fun way to get involved and raise money so that we may provide services to the community. Hours are flexible and great for busy schedules.

COMMUNITY EVENT VOLUNTEERS represent the Red Cross at local and regional events like health fairs by setting up booths, providing information to the public and recruiting volunteers and blood donors.

SPECIAL EVENTS AND FUNDRAISING VOLUNTEERS - Events vary from year to year, but may include poinsettia sales, Party in the Park, concerts, a golf tournament, helping with parking at Summer Celebration, parades and more.

Volunteers can work the day or night of the event. Others may help with planning the event, selling ads or soliciting prizes, distributing posters and in every aspect of each event.

INSTRUCTORS

About 11 million Americans turn to the Red Cross to learn CPR, First Aid, Babysitting, swimming and other health and safety skills. You can volunteer to teach these courses in the community.

BABYSITTER'S TRAINING INSTRUCTORS teach children ages 11 to 15 babysitting techniques, first aid and other emergency skills. Must be at least 17 years old and take an instructor course.

CPR, FIRST AID & AED (AUTOMATED EXTERNAL DEFIBRILLATOR) INSTRUCTORS teach others to save lives and deal with emergencies. Volunteer instructors offer day and evening classes in First Aid and CPR. Current certificate in CPR and First Aid, a 12-hour instructor course and co-teaching is required. Must be at least 17 years old.

CPR FOR THE PROFESSIONAL RESCURER INSTRUCTORS teach professional level individuals such as EMT's nurses, doctors and others the skills necessary to respond to emergencies. Volunteer instructors offer day and evening classes. Current certificate in CPR and First Aid, a 12-hour instructor course and co-teaching is required. Must be at least 17 years old.

FIRST AID STATION VOLUNTEERS work at area events taking blood pressures and educating the public about CPR, First Aid and AED's. First Aid Station volunteers are also needed at various community events, summer concerts and sporting events. Must be one of the following: EMT, Paramedic, LPN, RN, Nursing student or CPR, First Aid and AED instructor. For select events, basic CPR and First Aid certification is permissible.

LIFEGUARDING INSTRUCTORS teach Lifeguard candidates the skills required to become a certified American Red Cross instructor. Class is 35 hours long and current CPR for the Professional certificate, a 20-hour instructor course and co-teaching is required. Must be at least 17 years old. A strong background in swimming and water safety is essential.

PREVENTING DISEASE TRANSMISSION (PDT) INSTRUCTORS train employees regarding safe workplace practices involving blood and other potentially infectious material. Current instructor authorization in CPR and First Aid, Sports Safety Training and CPR for the Professional Rescuer, Life guarding or Foundations for Care giving is required. A 4-hour instructor course and co-teaching is required. Must be at least 17 years old.

WATER SAFETY INSTRUCTORS (WSI) teach a variety of age levels the skills necessary to stay safe in and around water. Current certificate in CPR and First Aid is encouraged. A 12-hour instructor course and co-teaching is required. Must be at least 16 years old. A strong background in swimming and water safety is essential.

MAINTENANCE

More of a hands-on person? If your area of expertise is more along the lines of maintaining or fixing things, the Red Cross needs volunteers to share their knowledge and skills to help us maintain our vehicles, equipment and grounds.

GROUNDS MAINTENANCE VOLUNTEERS help with shoveling snow, raking leaves, mowing the lawn, pulling weeds and keeping the grounds free of litter and debris.

HEALTH AND SAFETY MAINTENANCE VOLUNTEERS perform routine maintenance of health and safety equipment, including manikins and other equipment used in health and safety courses. Must be able to tolerate cleaning solutions, able to lift at least 30 pounds and tolerate periods of standing. Must be in generally good health. 4 hours per week, flexible schedule.

911 SIGN INSTALLERS are volunteers who work one half to a full day per week installing 911 signs at residences. Must have own truck, but mileage is reimbursed and equipment is provided

YOUTH

Our goal is provide young people with meaningful opportunities for education, training, and volunteer service so they remain a part of the Red Cross family and their communities throughout their lives.

Youth can volunteer with the Red Cross – there are excellent opportunities for teens to explore career opportunities while helping others. Teens may volunteer after school or during vacations in nearly every service area of the Red Cross. Documentation of Community Service is provided for students who need hours for school. Teens can work on blood drives, raise funds, take disaster training, teach classes, and become involved in every area of the Red Cross.

OTHER

LEADERSHIP VOLUNTEERS are given the opportunity to accept positions of greater responsibility within the Chapter. Volunteers give leadership and guidance by serving on the Committees and on the Board of Directors as officers, chairperson of committees and members at large. Other volunteers serve as Chairperson of service areas and are responsible for the management and coordination of other volunteers.