

# Olli At DU Volunteer Handbook

We Love Our Volunteers!



# LLI



UNIVERSITY OF DENVER

# WELCOME NEW VOLUNTEERS!

OLLI is a volunteer organization, and we encourage all members to share their time and talents with OLLI.

We have many Site-specific volunteer opportunities and Committee volunteer opportunities.



# On Site Volunteers

Each site is looking for volunteers and volunteer facilitators. Contact the site location where you would like to volunteer/facilitate/teach or take a class. (Site locations and contact information are on the last page.)

## Ways to volunteer:

- ✓ Classroom Assistants who take roll, make announcements and assist facilitators both online and in person
- ✓ Greeters who make our members feel welcome during the first week of class and at special events
- ✓ Event planners who assist in organizing special events
- ✓ Volunteers who assist at special events
- ✓ Tech/AV support for facilitators and members.

# Volunteer Committee

## Primary Responsibilities

- Recruit OLLI volunteers
- Develop and maintain volunteer recognition program
- Organize volunteer recruitment events
- Create volunteer mentor program utilizing lead volunteers
- Develop volunteer of the month program
- Develop volunteer video for the website
- Contact: [sherry.feinbaum@du.edu](mailto:sherry.feinbaum@du.edu)

## Committee Members



Sherry Feinbaum



George Lee



Mary Carvalho

# CURRICULUM/ SITE CURRICULUM COMMITTEES



## Primary Responsibilities:

- ✓ Participate in on site committees to identify potential facilitators and topic research
- ✓ Facilitate a class of best practices to help facilitators plan and organize their class
- ✓ Interview potential new facilitators
- ✓ Consult with facilitators on completing course proposal forms
- ✓ Review and assess course proposals and evaluate facilitators
- ✓ Site locations and contact information are on the last page

# Diversity and Inclusivity Committee

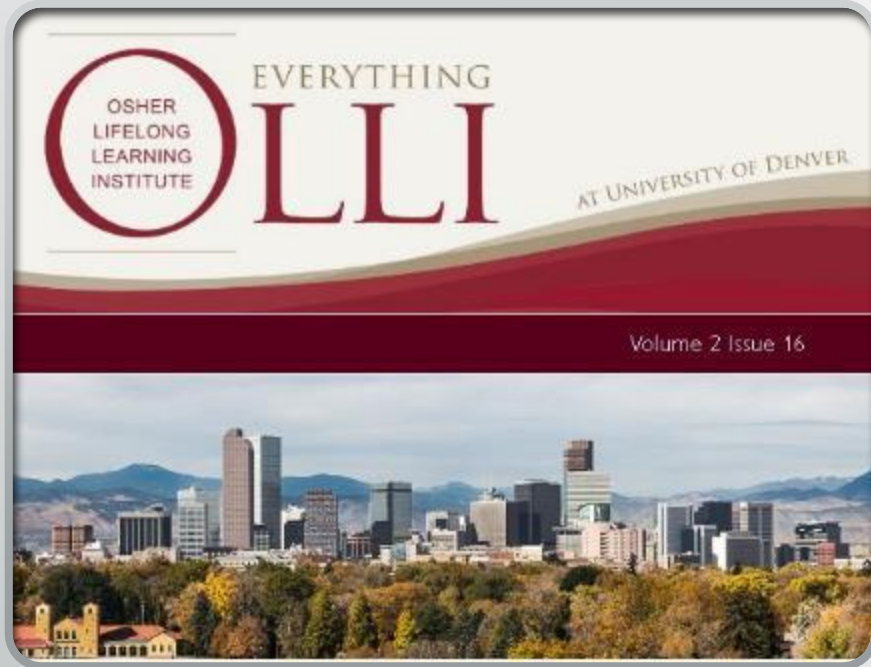


*OLLI members enjoying meal in Japan*

The work of this committee will be to create additional opportunities for our curriculum and our membership to reflect diverse cultures, backgrounds, experiences, and learning styles in alignment with DU and Osher Lifelong Learning National Resource Center.

Contact: [mariaelenagarcia@du.edu](mailto:mariaelenagarcia@du.edu)

# Marketing and Development Committees



OLLI at DU has formed an OLLI-wide Marketing committee which shares ideas and creates action plans for marketing and development. This committee meets bi-monthly to discuss strategies, review progress and make recommendations.

## Primary Responsibilities:

- ✓ Drive interest in the programs and growth in memberships. We do this with a range of strategies.
- ✓ Identify multiple electronic channels to drive traffic and 'clicks' on the OLLI at DU website and growth of the email list.
- ✓ Outreach on existing newsletters, community calendars, free media, social media and cross promotional opportunities.
- ✓ Presentations to Senior Living Facilities (OLLI on the Move) [Contact: paul.simon@du.edu](mailto:paul.simon@du.edu)

# Member Engagement Committee

## Primary Responsibilities:

- Contact local organizations to promote OLLI
- Suggest new member benefits
- Organize and plan member events
- Create Shared Interest Groups
- Contact: [darcey.vanwagner@du.edu](mailto:darcey.vanwagner@du.edu)





# Community Outreach/ OLLI on the Move

- ✓ Deliver academic courses to libraries, senior living communities and senior organizations throughout the Denver Metro area.
- ✓ Generate interest among participants to purchase OLLI memberships with all the benefits.
- ✓ Facilitate a class at any off-site location
- ✓ Contact: [paul.simon@du.edu](mailto:paul.simon@du.edu)



# EXECUTIVE ADVISORY BOARD

- Serves as the voice of the membership of OLLI bringing ideas both to the Committee for consideration and to OLLI at DU for members for clarification and input.
- Advisory in nature, it is not a governing board, representatives are from the OLLI at DU committees, site volunteers, staff and other members at large.



# Contact a site below for more information to volunteer

## **OLLI Central**

*First Universalist Church  
4101 East Hampden Avenue  
Denver, CO 80222*

Candy Hyatt-Manager

[Candace.hyatt@du.edu](mailto:Candace.hyatt@du.edu)

Tamara Barkdoll-Assistant

[tamara.barkdoll@du.edu](mailto:tamara.barkdoll@du.edu)

## **OLLI On Campus**

Meets on DU Campus  
Ruffatto Hall/Chambers Center

Maria Elena Garcia-Manager

[maria.elena.garcia@du.edu](mailto:maria.elena.garcia@du.edu)

Christine Liptak-Assistant

[christine.liptak@du.edu](mailto:christine.liptak@du.edu)

## **OLLI South**

*Columbine United Church  
6375 S. Platte Canyon Rd.  
Littleton, CO 80123 D*

Darcey VanWagner-Manager

[darcey.vanwagner@du.edu](mailto:darcey.vanwagner@du.edu)

Sherilee Selby-Assistant

[sherilee.selby@du.edu](mailto:sherilee.selby@du.edu)

## **OLLI Main Office**

2211 South Josephine Street  
Denver, CO 80208

Dave Johnson-Support Specialist

[david.k.johnson@du.edu](mailto:david.k.johnson@du.edu)

Mitra Verma-Support Specialist

[mitra.verma@du.edu](mailto:mitra.verma@du.edu)

## **OLLI West**

*Jefferson Universalist Church  
14350 West 32nd Avenue  
Golden, CO 80401*

Sherry Feinbaum-Manager

[sherry.feinbaum@du.edu](mailto:sherry.feinbaum@du.edu)