



Irvine Senior Services Volunteer Opportunities

Thank you for your interest in volunteering with Irvine Senior Services. To ensure we are meeting the needs of our senior community, we ask that all volunteers commit to volunteering a minimum of two hours per week for at least three months, some positions require six months.

The majority of our volunteer opportunities are Monday through Friday between the hours of 8 a.m. to 1:30 p.m. If you need weekend or evening hours, please see the Fitness Center Attendant and Facility Operations Support opportunities.

Below you will find a listing of our current volunteer openings. If you are interested in any of these opportunities, please contact Connie Larr at 949-724-6096 or clarr@cityofirvine.org

Rose Garden Café Dishwasher | Lakeview Senior Center

Scrap and rinse dishes after the lunch program at the Rose Garden Café.

- **Duties:** This volunteer position requires scraping and rinsing dishes, putting them through the commercial grade dishwasher and putting them away after being washed. This is more fun than it sounds and you work with a great team.
- **Requirements:** Must be 16+, negative Tuberculosis (TB) test within past year.
- **Available Shifts:** Monday thru Friday 12-2 pm.
- **There is a real need for volunteers to fill this position!**

Rose Garden Café Servers | Lakeview Senior Center

Serve lunch to seniors during the lunch program at the Rose Garden Café.

- **Duties:** This volunteer Position requires serving plated meals, and drinks to seniors.
- **Requirements:** Must be 14+, negative Tuberculosis (TB) test within the past year.
- **Available Shifts:** Monday 11:15 am-1:30 pm.

Kitchen Assistant & Food Preparation | Lakeview Senior Center

Prepare, package and plate foods for both the Rose Garden Café and Meals on Wheels.

- **Duties:** This involves chopping, cutting, peeling and preparing food for up to 200 persons.
- **Requirements:** Must be 16+, negative TB test with in the past year
- **Available Shifts:** Wednesday or Thursday 8:30 am – 12:30 pm

Driver for Non-Emergency Medical Appointments | Lakeview Senior Center

Help ensure seniors in the Irvine community have access to medical care by becoming a volunteer driver.

- **Duties:** Drivers assist seniors with rides to and from non-emergency medical appointments.
- **Requirements:** Must be 21+, have vehicle and insurance. Clear Live Scan fingerprinting through the Department of Justice (drivers will be referred to the Irvine Police Department by Volunteer Coordinator to complete fingerprinting at no charge to them).
- **Available Shifts:** Monday through Friday from 9 am-5 pm. Drivers are able to accept or decline transportation assignments based on their availability.

Irvine Senior Traveler's Club Bookkeeper | Lakeview Senior Center

If you enjoy working with people who love to travel and also enjoy bookkeeping, this is the right position for you!

- **Duties:** Help with QuickBooks data input and sending email blasts to prospective members
- **Requirements:** Must be 18+ experienced with QuickBooks and Excel
- **Available Shifts:** Contact Linda Lako at 888-882-8714

Fitness Center Attendant | Rancho Senior Center and Trabuco Senior Center

Help oversee the operations of the Rancho or Trabuco Fitness Centers

- **Duties:** Help ensure members are following policies, pull member files and help monitor expiration dates, assist members with equipment, and answer questions as needed.
- **Requirements:** Must be 18+ and have general knowledge about how to use the fitness equipment.
- **Available Shifts:**
 - **Rancho Fitness Center:** Sunday 9-11 am and 12:30-2pm, Monday 8-10 am, 12-2 pm and 4-5:30 pm
 - **Trabuco Fitness Center:** Wednesday 5-6 pm; Friday from 10 am-12 pm, 12-2 pm and 4-6 pm. Saturday 8 am-2 pm

Check out some of our volunteers in action....

