

**CASA (Care Assurance System for the Aging and Homebound) of Madison County**

**CASA Garden Volunteer Position**

- Type:** Group or Individual
- Title:** Garden Volunteer
- Purpose:** The CASA Community Garden is located in Huntsville. All of the produce from the Garden is delivered to our elderly and homebound clients. The CASA Community Garden is maintained and harvested entirely by volunteers. Volunteers also deliver the produce harvested from the CASA Community Garden. Garden volunteers may work directly in the garden (weeding, harvesting, etc.), and/or they may deliver vegetables.
- Protocol:** Individuals and/or groups can work in the Garden or deliver vegetables. For more information, contact the CASA office.
- Tools Required:** **Volunteers need to wear close-toed shoes and bring their own water, sunscreen, and insect repellent.** CASA has gloves and gardening equipment available.
- Contact:** Volunteer Services Coordinator, Amber Underwood
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers must be willing and physically able to work in a Garden setting (i.e. digging, weeding, bending, squatting, etc.). For vegetable delivery volunteers, a working vehicle is required. Patience and dependability are also needed.
- Time Required:** This is based on volunteer's schedule. The schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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## CASA Transportation Volunteer Position

- Type:** Individual
- Title:** Transportation Volunteer
- Purpose:** Transportation of CASA clients (persons 60 years and older) to medical appointments.
- Protocol:** Volunteer will be called, at best, three days to one week in advance, although there are occasional last minute assignments. Volunteer will be given a list of the upcoming week's schedules, from which they may choose the most convenient assignment.
- Contact:** Volunteer Coordinator, Susan Hayes
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers must have a **valid Alabama driver's license and insurance**, and **working vehicle**. Volunteers also need sensitivity to the changing physical needs of the elderly, compassion, patience, and **dependability**.
- Time Required:** This schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**
- Safety/Liability:** A transportation volunteer should think "Safety First." Please use the following safety measure:
- Check to see that your car is in good running condition- oil, tires, gas, etc.
  - Always make sure that both you and the client wear seat belts.
  - Volunteers are encouraged to help client in and out of car **but volunteers are not allowed to transport clients who are wheelchair bound**. This is due to liability reasons, and to protect both the client and the volunteer from injury.
  - Be sure client's hands are clear of car.
  - Report any accidents to enter any house, apartment, or building.
  - Call client to confirm appointment. Do not give client your last name or phone number.
  - Please schedule appointments through the CASA office.

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**CASA (Care Assurance System for the Aging and Homebound) of Madison County**

**CASA Friendly Visiting & Telephone Reassurance Volunteer**

- Type:** Individual
- Title:** Friendly Visiting & Telephone Reassurance Volunteer
- Purpose:** Compassionate CASA volunteers make regular visits and phone calls to our isolated elderly and homebound clients. The human contact provided by this program is extremely important to our clients, who often have little outside contact. Friendly visiting and telephone reassurance also offer an opportunity to continually monitor and address the client's general welfare and needs throughout the year.
- Protocol:** The CASA staff matches a client who wants a friendly visitor or telephone reassurance with a volunteer who has expressed an interest in visiting with our elderly and homebound clients. The volunteers provide contact with the outside world, and a "friendly ear." Some clients may just want to talk while some clients may need to be reminded to take their medication, etc. Ideally, healthy friendships are formed. For an initial friendly visit, it is highly recommended that the volunteer take another individual with them and if any sense of discomfort is felt by the volunteer, please do not hesitate to leave. Please call the CASA office to report any unusual activity or behavior so that the client's family can be contacted.
- Contact:** Volunteer Coordinator, Susan Hayes
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers need compassion, patience, sensitivity to the needs of the elderly and **dependability**.
- Time Required:** This schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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**CASA (Care Assurance System for the Aging and Homebound) of Madison County**

**CASA Delivery Volunteer Position**

- Type:** Group or Individual
- Title:** Delivery Volunteer
- Purpose:** Deliveries for elderly and/or homebound clients. CASA volunteers deliver prescriptions, food, holiday gifts/goodies, vegetables harvested from the CASA Community Garden, heaters, fans, and air conditioners to clients who are unable to pick them up and have no family/friends available to help.
- Protocol:** Call the client to make certain that they are home to receive the item. Don't ever just walk in. It's okay to leave the item with family members, however, do not just leave items on the front porch, in mailbox, etc. Do not purchase any items with your own money.
- Contact:** Volunteer Coordinator, Susan Hayes
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers must have a **valid Alabama driver's license and insurance**, and **working vehicle**. Volunteers also need sensitivity to the changing physical needs of the elderly, compassion, patience, and **dependability**.
- Time Required:** This depends upon the location and nature of the delivery. Volunteer will be called as the need arises. The schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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**CASA (Care Assurance System for the Aging and Homebound) of Madison County**

**CASA Grab Bars and Handrails Volunteer Position**

- Type:** Group or Individual
- Title:** Grab Bars & Handrails Volunteer
- Purpose:** This program enables CASA clients to remain independent and safe in their own homes by providing and installing grab bars/handrails in areas of the client's home where aid is physically required. For grab bars, these areas commonly include the shower/tub and toilet areas. Handrails are installed on stairs wherever there is a need.
- Protocol:** CASA provides the materials but NOT the tools. Volunteer must have the tools and/or equipment necessary to install the handrail or grab bar.
- Contact:** Volunteer Services Coordinator, Amber Underwood
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers must possess the ability and equipment necessary to install grab bars and handrails. Volunteers also need sensitivity to the changing physical needs of the elderly, compassion, patience, and **dependability**. **DO NOT perform other work that was not on the work order provided to you by CASA.** All additional work should be reported into CASA, as we are not legally able to do any kind of indoor work (electrical, plumbing, painting, cleaning, cooking, etc).
- Training:** New installation volunteers apprentice with an established grab bar/handrail installer that has worked with CASA for quite some time. Installers are only released to install solo when the established installer gives CASA verification of the new installer's ability. There is no set time on the apprenticeship to become an installer.
- Time Required:** Volunteer will be called as the need arises. Time required depends upon the complexity of the installation of the grab bar or handrail. The schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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## CASA Wheelchair Ramp Volunteer Position

- Type:** Group or Individual
- Title:** Wheelchair Ramp Volunteer
- Purpose:** This program enables CASA clients to remain independent and safe in their own homes by providing, installing and painting wheelchair ramps.
- Protocol:** CASA provides the materials but NOT the tools. Volunteer must have the tools and/or equipment necessary to install the ramp.
- Contact:** Volunteer Services Coordinator, Amber Underwood
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers must possess carpentry skills and be able to provide the physical labor necessary to build a ramp, specifically the ability to lift a minimum of 25lbs. Volunteers also need sensitivity to the changing physical needs of the elderly, compassion, patience, and **dependability**. **DO NOT perform other work that was not on the work order provided to you by CASA.** All additional work should be reported into CASA, as we are not legally able to do any kind of indoor work (electrical, plumbing, painting, cleaning, cooking, etc).
- Time Required:** Volunteer will be called as the need arises. Time required depends upon the complexity of the installation of the ramp. The schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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**CASA (Care Assurance System for the Aging and Homebound) of Madison County**

**CASA Wheelchair Ramp Team Leader Volunteer Position**

- Type:** Group
- Title:** Wheelchair Ramp Team Leader
- Purpose:** This program enables CASA clients to remain independent and safe in their own homes by providing, installing and painting wheelchair ramps.
- Protocol:** CASA provides the materials but NOT the tools. Volunteer must have the tools and/or equipment necessary to install the ramp.
- Contact:** Volunteer Services Coordinator, Amber Underwood
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers must possess carpentry skills and be able to provide the physical labor necessary to build a ramp, specifically the ability to lift a minimum of 25lbs. Volunteers also need sensitivity to the changing physical needs of the elderly, compassion, patience, and **dependability**. **DO NOT perform other work that was not on the work order provided to you by CASA.** All additional work should be reported into CASA, as we are not legally able to do any kind of indoor work (electrical, plumbing, painting, cleaning, cooking, etc).
- Training:** New team leaders that are interested in establishing a team apprentice with an established team leader that has built ramps with CASA for quite some time. Leaders are only released to build solo when the established leader gives CASA verification of the new leader's ability. There is no set time on the apprenticeship to become a leader.
- Time Required:** Volunteer will be called as the need arises. Time required depends upon the complexity of the installation of the ramp. The schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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**CASA (Care Assurance System for the Aging and Homebound) of Madison County**

**CASA Wheelchair Ramp Repair Volunteer Position**

- Type:** Individual/Group
- Title:** Wheelchair Ramp Repair Volunteer
- Purpose:** This program enables CASA clients to remain independent and safe in their own homes by providing, installing and painting wheelchair ramps.
- Protocol:** CASA provides the materials but NOT the tools. Volunteer must have the tools and/or equipment necessary to install the ramp.
- Contact:** Volunteer Services Coordinator, Amber Underwood
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers must possess carpentry skills and be able to provide the physical labor necessary to build a ramp, specifically the ability to lift a minimum of 25lbs. Volunteers also need sensitivity to the changing physical needs of the elderly, compassion, patience, and **dependability**. **DO NOT perform other work that was not on the work order provided to you by CASA.** All additional work should be reported into CASA, as we are not legally able to do any kind of indoor work (electrical, plumbing, painting, cleaning, cooking, etc).
- Training:** New ramp repair volunteers that are interested must apprentice with an established repair volunteer that has repaired ramps with CASA for quite some time. Repair Volunteers are only released to repair solo when the established repair volunteer gives CASA verification of the new repair volunteer's ability. There is no set time on the apprenticeship to become a repair volunteer.
- Time Required:** Volunteer will be called as the need arises. Time required depends upon the complexity of the installation of the ramp. The schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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**CASA (Care Assurance System for the Aging and Homebound) of Madison County**

**CASA Wheelchair Ramp Sketcher Position**

- Type:** Individual
- Title:** Wheelchair Ramp Sketcher
- Purpose:** This program enables CASA clients to remain independent and safe in their own homes by providing, installing and painting wheelchair ramps.
- Protocol:** CASA provides the materials but NOT the tools. Volunteer must have the tools necessary to sketch the ramp.
- Contact:** Volunteer Services Coordinator, Amber Underwood
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers must go through training to become a ramp sketcher and apprentice under an experienced sketch artist. Must also possess carpentry skills and be able to lift a minimum of 25lbs. Volunteers also need sensitivity to the changing physical needs of the elderly, compassion, patience, and **dependability. DO NOT perform other work that was not on the work order provided to you by CASA.** All additional work should be reported into CASA, as we are not legally able to do any kind of indoor work (electrical, plumbing, painting, cleaning, cooking, etc).
- Training:** New sketchers that are interested apprentice with an established sketcher that has sketched ramps for CASA for quite some time. Sketchers are only released to sketch solo when the established sketcher gives CASA verification of the new sketcher's ability. There is no set time on the apprenticeship to become a sketcher.
- Time Required:** Volunteer will be called as the need arises. Time required depends upon the complexity of the installation of the ramp. The schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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**CASA (Care Assurance System for the Aging and Homebound) of Madison County**

**CASA Minor Home Repair/Handyman Volunteer Position**

- Type:** Group or Individual
- Title:** Minor Home Repair/Handyman Volunteer
- Purpose:** The Minor Home Repair Program is designed to assist the elderly and homebound in completing minor household repairs, yard work, exterior painting, and any other household chore that the client would otherwise not be capable of completing. **DO NOT perform other work that was not on the work order provided to you by CASA.** All additional work should be reported into CASA, as we are not legally able to do any kind of indoor work (electrical, plumbing, painting, cleaning, cooking, etc).
- Protocol:** CASA provides the materials but NOT the tools. CASA purchases paint, but volunteer must provide paint supplies (brushes, rollers, etc.).
- Contact:** Volunteer Services Coordinator, Amber Underwood
- Phone Number:** 533-7775; Monday through Friday 8:00-4:30
- Qualifications:** Volunteers must possess the ability to accomplish minor repairs and "handyman" type work, paint, and do yard work. Volunteers must have their own tools and equipment. Volunteers also need sensitivity to the changing physical needs of the elderly, compassion, patience, and **dependability.**
- Time Required:** Volunteer will be called as the need arises. Time required depends upon the complexity of the task. There is a "Chore Book" in the CASA office that has listings of current needs for minor home repair, yard work, etc. The schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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**CASA (Care Assurance System for the Aging and Homebound) of Madison County**

**CASA TEMP\$ Weatherization Volunteer Position**

**Type:** Group or Individual

**Title:** Weatherization/Minor Home Repair Volunteer

**Purpose:** The TEMP\$ program is an annual one day event in which teams of CASA volunteers weatherize the homes of clients by putting plastic on windows, insulating pipes, caulking breaches, installing smoke detectors, replacing storm doors and performing other small repairs.

The success of this program depends entirely on the support of our local community. With more and more volunteers working every year, we have been able to provide additional services such as yard work and wheelchair ramp painting. CASA clients benefit not only from the home improvements, but also from the camaraderie and personal attention paid them by our volunteers!

**Protocol:** CASA provides the materials but NOT the tools.

**Contact:** Financial Manager, Marcia Bouffard

**Phone Number:** 533-7775; Monday through Friday 8:00-4:30

**Qualifications:** Volunteers must possess the ability to accomplish minor repairs and "handyman" type work, paint, and do yard work. Volunteers must have their own tools and equipment. Volunteers also need sensitivity to the changing physical needs of the elderly, compassion, patience, and **dependability**. **DO NOT perform other work that was not on the work order provided to you by CASA.** All additional work should be reported into CASA, as we are not legally able to do any kind of indoor work (electrical, plumbing, painting, cleaning, cooking, etc).

**Time Required:** Volunteer will be recruited for the TEMP\$ Day, Saturday, November 7th. Time required depends upon the complexity of the task. Training for TEMP\$ Team Leaders will take place Thursday, October 14th. The schedule is completely flexible and is based upon the volunteer's work, home, and leisure schedule. **Report all volunteer activity on Volunteer Time Sheet or call the CASA office.**

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