



Volunteer Positions and Descriptions

Updated April 23, 2024

Below are volunteer positions within Laguna Woods Village, as well as the descriptions and time commitment of each position and a phone number to call for more information.

If you are interested in becoming a volunteer. Apply at the Department of Recreation and Special Events Office; download and print the Volunteer Application or fill out on your device and email it to recreation@vmsinc.org.

Library

949-597-4274

Tasking that requires computer skills:

Front desk

There are 11 shifts per week at three hours each (10 a.m. to 1 p.m., 1 to 4 p.m.). Each shift includes four to five volunteers (including the supervisor). Requires a friendly personality and the ability to shelve books and read the stacks.

Ordering, cataloging and processing new items

Books: Two volunteers six to 10 hours weekly.

DVDs: Two volunteers two to four hours weekly.

CD books: One volunteer two to four hours weekly.

Front-desk personnel training

One volunteer as needed.

Paperback books

Supervisor and two volunteers to sort, label and dispose of donations.

Overdue/missing items

One volunteer working six hours weekly.

One volunteer to cover vacation time.

Process donations and replacement of books

Two volunteers three hours weekly.

Magazine ordering and processing

Two volunteers two hours weekly.

Tasking that DOES NOT require computer skills:

Book mending

One volunteer two to three hours weekly. Requires specific skills.

Jigsaw puzzles

One volunteer two to three hours weekly.

Book selection committee

Five to six volunteers meeting monthly two to three hours and reviewing booking-ahead list each month another two hours monthly.

Foreign book processing

Two to three volunteers two hours monthly. Must be able to identify languages (especially Asian, Farsi and Arabic). Label books and keep shelves in order.

History Center

949-268-2326

Hours

Any time during weekdays from 10 a.m. to 2 p.m. Volunteers unable to make a shift do not need to find a replacement.

- Training provided in archival procedures, curating collections, local history preservation, internal computer network, large-format scanning, et al. Our fun-loving amateurs proudly do professional work.
- Skills needed include writing, speaking, social media, content research, digital processes, nonprofit corporate governance, et al.

Video Lab, Video Studio

Steve Carman; 424-254-6583

Hours

Tuesday through Friday 1 to 4 p.m.

- Assist in converting residents' old media (video cameras, 35 mm slides, VHS tapes and records) to modern digital formats.
- Instruct and assist residents in editing video.
- Coach residents in creating videos using camcorders, cameras, smartphones and tablets.
- Check out and receive consumer-level camcorder kits to club members and residents to record personal/group events.
- Familiarity with various types of video and editing equipment is desirable. New volunteers are teamed with more experienced ones for on-the-job training.
- This position requires no special physical capabilities.

In addition to the above volunteer opportunities, the Video Club of Laguna Woods offers several opportunities a week for volunteers to join video production teams in the studio or on location to shoot programs to be broadcast on Village Television or for other purposes. Familiarity with video equipment and techniques is helpful but not necessary for participation.

Drop-In Lounge CH1

949-597-4281

Hours

Any time during weekdays between 9am and 3pm. Volunteers unable to make shift do not need to find a replacement.

- Keep watch of coffee/tea supplies.
 - Replace creamer, sugar, coffee stirrers when low.
 - Place teabags out as needed.
 - Replenish cups as needed.
 - Notify staff if supplies are running low.
- Ensure tables are clean and presentable for residents to enjoy.
 - Manage food donations on Friday if/when food is dropped off.
 - Throw away leftover containers.
 - Condense items as needed.

Lawn Bowling

949-597-4286

Hours: Saturday mornings 8 a.m. to 10 a.m.

- Collaborate with the main trainer to provide free, hands-on lessons for Village Residents.
- Assist in setting up and organizing equipment for free lesson.

Disaster Preparedness Task Force

949-268-2356

Please copy the link below to your Web browser for more information.

<https://lagunawoodsvillage.com/residents/security-services/disaster-preparedness>

Clubhouse 4 Workshops

949-597-4344

Photo Supervisor

Hours

Monday through Friday 10 a.m. to 2 p.m. (subject to change)

- Instruct residents to sign attendance sheet.
- Instruct residents to sign waiver if first time in studio.
- Sell printer paper, mat board, etc., to residents as necessary.
- Unlock cupboards and equipment.
- Ensure all equipment is used correctly.
- Must possess working knowledge of printers, Mac computers, software and mounting equipment. Training provided.

Art Supervisor

Hours

Monday, Wednesday, Friday 9 a.m. to 4 p.m.

Tuesday and Thursday 9 a.m. to 8 p.m.

Saturday and Sunday 9 a.m. to 4 p.m.

- Instruct residents to sign attendance sheet.
- Instruct residents to sign waiver if first time in studio.
- Unlock cupboards and equipment and ensure that all equipment is used correctly.

Woodshop Supervisor

Hours

Monday, Wednesday, Friday 9 a.m. to 4 p.m.

Tuesday and Thursday 9 a.m. to 6 p.m.

Saturday and Sunday 9 a.m. to 4 p.m.

- Instruct residents to sign attendance sheet.
- Instruct residents to sign waiver if first time in woodshop.
- Follow Woodshop guidelines
- Unlock cupboards and equipment and ensure that all equipment is used correctly.
- Working knowledge of saws, drills, sanders and hand tools required.

Jewelry Supervisor

Hours

Monday, Wednesday, Friday 9 a.m. to 4 p.m.

Tuesday and Thursday 9a.m. to 8 p.m.

Saturday 9 a.m. to 12:30 p.m. and Sunday 9 a.m. to 4 p.m.

- Instruct residents to sign attendance sheet.
- Instruct residents to sign waiver if first time in studio.

- Unlock cupboards and equipment and ensure that all equipment is used correctly.
- Working knowledge of kilns, gas torch and hand tools.

Sewing Supervisor

Hours

Monday, Wednesday, Friday 9 a.m. to 4 p.m.

Tuesday and Thursday 9 a.m. to 8 p.m.

Saturday 9 a.m. to 4 p.m. and Sunday 10 a.m. to 4 p.m.

- Instruct residents to sign attendance sheet.
- Instruct residents to sign waiver if first time in sewing room.
- Sell to residents/accept from residents' cloth, thread, etc., as necessary.
- Unlock cupboards and equipment; ensure that all equipment is used correctly.
- Working knowledge of sewing machines and irons required.

Glass\Lapidary Supervisor

Hours

Monday, Wednesday, Friday 9 a.m. to 4 p.m.

Tuesday and Thursday 9 a.m. to 8 p.m.

Saturday and Sunday 10 a.m. to 4 p.m.

- Instruct residents to sign attendance sheet.
- Instruct residents to sign waiver if first time in studio.
- Unlock cupboards and equipment and ensure that all equipment is used correctly.
- Check tumblers and ensure all water is turned on/off.
- Working knowledge of slab saws, grinders, kilns and polishers required.

Ceramics Supervisor

Hours

Monday, Wednesday, Friday 9 a.m. to 4 p.m.

Tuesday and Thursday 9 a.m. to 8 p.m.

Saturday and Sunday 9 a.m. to 4 p.m.

- Instruct residents to sign attendance sheet.
- Instruct residents to sign waiver if first time in studio.
- Unlock cupboards and equipment and ensure that all equipment is used correctly.
- Sell tools, clay, etc. to residents as necessary.

Slip Casting Supervisor

Hours

Monday, Wednesday, Friday 9 a.m. to 4 p.m.

Tuesday and Thursday 9 a.m. to 8 p.m.

Saturday and Sunday 10 a.m. to 2 p.m.

- Instruct residents to sign attendance sheet.
- Instruct Residents to sign waiver if first time in studio.

- Unlock cupboards and equipment and ensure that all equipment is used correctly.
- Be available to residents to pick up pieces and purchase glazes, underglazes, slip, etc.
- Working knowledge of slips, glazes and underglazes required.

Notes regarding the above workshop positions

- Training can be provided for Clubhouse 4 workshop positions.

Clubhouse 6

949-597-4382

volunteer duties are as follows:

- Answer phones and general questions
- Greet visitors
- Collect sign-in/facility checkout forms
- Enforce GRF policies
- Ensure various activities/events meet in the appropriate rooms

Garden Center

949-268-2387

Hours

Volunteers are asked to be available a minimum of three hours weekly (Monday through Saturday, 7 a.m. to 5 p.m.) where they garden.

- Assist resident gardeners in a kind, friendly manner. When in doubt, take a message so that the Garden Center coordinator may contact the resident.
- Become familiar with water shutoff locations.
- Shut off the water when there is an irrigation leak and contact the Garden Center coordinator if available; otherwise contact Security.
- Help clean and organize tool sheds.
- Report maintenance issues such as broken tools, rodent nesting sites, debris, etc.
- Contact Security or call 911 as needed for injuries and theft.
- Report safety hazards to the Garden Center coordinator.
- Monitor trash in common areas; close dumpster lids when left open.
- Customer service and gardening knowledge required.
- Must be able to navigate Garden Center terrain.
- Volunteers get dirty and dusty and are exposed to a large variety of plants/shrubs.

TV6 'Trading Post'

949-597-4295

Hours

Volunteers must commit to one day a week or as an on-call program substitute. The "Trading Post" is a half-hour program broadcast live Monday to Friday at 11 a.m. Volunteers must arrive in the studio at 10:30 a.m. and be prepared to give approximately one hour of time.

- Performs a variety of tasks that support the Channel 6 “Trading Post” program, including reviewing/editing ads, reading live on the air and organizing all ads after the live show.
- Volunteers help ensure the “Trading Post” operates effectively and that audience and members placing ads have a positive experience.
- Qualified applicants must be enthusiastic and outgoing, have excellent presentation and communication skills and be able to work in a team environment.
- For further information, please contact 949-597-4295.

Performing Arts Center

- As needed during PAC events, typically evenings from 6 to 10 p.m., occasional days.
- Monitor interior doors prior to opening the house (auditorium).
- Check tickets at door, assist patrons to their correct seats.
- Secure doors once performance begins (you may be seated in the audience).
- Monitor patrons during performance, assist patrons as needed, report any issues to head usher or front of house manager.
- Stand at doors and assist patrons during intermission if included in performance.
- At the conclusion of performance, open doors for patrons.
- After performance clean auditorium of large trash items (gloves and bags are provided).
- This position requires no special physical capabilities.

Computer Learning Center: PC

949-268-2262

Hours

Monday through Friday 11 a.m. to 3 p.m.

Workshop Greeter (requires three-hour weekly commitment)

- Welcomes residents, checks Village ID.
- Checks out library books.
- Registers residents for classes.

Workshop Supervisor (requires three-hour weekly commitment)

- Opens or closes the workshop.
- Assists residents with questions concerning a PC product.
- Assists residents with printing, scanning of documents and photos.
- Requires computer experience and skills.

Instructors

- Teach classes on subjects relative to members such as Windows 10, software education, Android phone, etc.
- Classes usually two to four weeks long, offered several times a year.

Technicians

- Skills and knowledge to service and maintain computer, printing, scanning equipment in workshop and classroom.

Administrative

- Board positions include secretary, treasurer, publicity, education and programs.

Computer Learning Center: Mac

949-783-0997

Hours

Monday through Friday 9 a.m. to 3 p.m.

Room Supervisor

- Shifts: 9 a.m. to noon or noon to 3 p.m. one day per week commitment.
- Open or close room.
- Greet visitors to the Mac Computer Learning Center.
- Assist residents with questions regarding their Apple products commensurate with your ability.
- Assist residents with printing and scanning.
- Training available.

Instructor

Teach classes on Apple programs or apps.