

OCTOBER 2018 SUPPLEMENT

East Rock Creek Village — 202-656-7322

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TO ERCV MEMBERS AND FRIENDS:

As we launch into autumn, we are taking a fresh look at how we can better serve our members. With that in mind, we have identified some specific ways volunteers can help make our Village even more successful.

Volunteers need not be members of ERCV, nor do they need to live in Ward 4; they need only agree that helping seniors to age well at home is a worthy goal and one they would like to support!

Please take a look at the list below and think about the skills, experience and time you may have to offer. Contact us at info@eastrockcreekvillage.org to explore the possibilities, see if we are a good match for your interests, ask any questions, or recommend another potential volunteer.

- 1) **Village management software:** Work this fall & winter with Margie Odle, our current IT manager, to understand the role of website & management software in running the Village, assist with the transition to new Village management software (Helpful Village) and help train others to use it.
- 2) **Bookkeeper to use QuickBooks for Non-Profits:** This is not a big job – but it is an important one. This volunteer would work with our Treasurer, Margie Odle.
- 3) **Be a back-up person to answer our office phone.** Our phone service can be placed on your phone, so you would not need to be in our office. You would forward information to the appropriate person or transmit service requests to our Service Coordinator. This volunteer would work with office manager Susan Davis.
- 4) **Make phone calls** as needed to our members or volunteers to publicize events. This can be done in your own home.

- 5) **Welcome new members:** Make phone and/or in-person contact with new members, to be sure they have a Member Handbook and know about upcoming events.
- 6) **Help organize a coffee in your home or help a member** invite their neighbors to hear about ERCV. We will provide speakers, materials, and refreshments.
- 7) **Join our Program Committee** to help plan cultural, educational, or active events.
- 8) **Join our Volunteer Committee** to help recruit & train new volunteers.

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