

## Volunteer Opportunities available with LLI

Lifelong Learning is a volunteer organization. It takes the efforts, enthusiasm and skills of many people to create our dynamic program. The more minds and hands involved, the better. If you would like to become a volunteer at any level, let us know. Speak to a Board member or contact us by phone or email: 941-637-3533; [charlottelli@edison.edu](mailto:charlottelli@edison.edu)

**Class instructors** – If you have expertise or a special knowledge that you would like to share, let us know. LLI is always interested in expanding our course offerings.

**Classroom monitors** – Each class has a trained volunteer who takes attendance, helps with the informational/statistical questionnaires, assists the instructor as needed by passing out name tags, distributing handouts, and in general just being there for whatever may happen. All you need is a willingness to attend all the class meetings.

**Office and clerical:** There are also opportunities to work with the office manager in preparation for classes, in registration and various clerical tasks.

**Board Members:** Creative minds and working hands keep LLI growing and running smoothly.

### Committee members

**Curriculum:** Plan the session's classes (curriculum development); locate, contact and obtain the best instructors for each class; gather data to complete the instructor's bio and a class outline for Edison's approval.

**Public Relations:** Write news releases and publicity materials for various news media; write dated Herald articles promoting LLI in Charlotte County; design/prepare newsletters that announce LLI classes, programs and events for publication and mailing to FRIENDS members. Maintains and updates the LLI Web site link made available through Edison State College.

**Statistics:** maintains the statistical database about classes, participation and student feedback.

**Marketing:** Spread the word about LLI and FRIENDS by preparing and presenting short programs for community organizations and placing brochures in strategic community locations.

**FRIENDS:** Promotes FRIENDS memberships at LLI events.

**Trips:** Makes the decisions and arrangements for various excursions around SW Florida.

**Distinguished Lecture Series:** Develops a series topic and locates good speakers to present the lectures; assist with tickets, seating and a host of other details.

**Hospitality:** Plans the Welcome coffees and the Volunteer and FRIENDS Annual Reception

**Book Club:** Review books for selection for discussion groups; create book list with book summary/review to stimulate interest; moderate book discussion for one or more books.

**Fund Raising & Speakers' Bureau:** This is a new committee which could use some experienced help.