



About the Summer Fan Drive

Family Eldercare's Summer Fan Drive meets a critical basic need: relief from life-threatening heat for those who do not have or cannot afford a fan or air-conditioning.

Office Volunteer

We are looking for volunteers to run the Summer Fan Drive office (1700 Rutherford lane, 78754) which is open M-F; shifts are 9 am-12 pm or 12 pm-3 pm. This position is a vital part of running the Fan Drive; we ask volunteers to commit to shifts in advance. (must be 18 or older or accompanied by adult)

General duties include:

- Operate the Summer Fan Drive hotline
- Greeting fan drive visitors
- Answering questions about the Summer Fan Drive
- Screening for eligibility & completing intake forms
- Distributing fans
- Take photos and collect thank you cards
- Data entry
- Assist Fan Drive clients in connecting with additional resources
- Clerical/administrative duties
- Retrieve fans for clients and assist clients with putting fans in vehicle (as able/needed)

Needed skills: Sensitivity to people and their problems; comfort working with and interacting with diverse populations, including people with disabilities; professional phone skills and demeanor, basic computer skills.

Summer Fan Drive Delivery Volunteer

We are looking for volunteers to deliver fans to homebound elderly, people with disabilities and families with young children, primarily within Travis and Williamson counties. Flexible delivery schedules available as need and locations change week to week. Group opportunities also available. (must have own transportation)

- Assist in assembling and placing fans throughout the client's home, if needed.
- Leave important information/resources with the fans.
- Report to FEC staff any concerns or requests for service from the clients served.
- Correspond via email with Summer Fan Drive Coordinator regarding deliveries

Needed skills: Sensitivity to people and their problems; comfort working with and interacting with diverse populations, including people with disabilities, people living in poverty; ability to read a map; reliable transportation. Volunteers must be able to lift 5 -10 lbs.

Fan Courier Volunteer

We are looking for volunteers to serve in an on-call role by picking up fans from the Austin Fire Stations and delivering them to Family Eldercare or nearby distribution sites. Volunteers have the option of being assigned to a particular fire station(s) (based on their area of choice) and will be called by either an AFD or Family Eldercare representative when fans are ready to be picked up.

- Flexibly pickup schedules available.
- Must have your own transportation.
- Be able to lift 5-10 lbs.

Needed skills: Reliable and prompt. Individual commitment to develop and maintain good rapport with individuals working at the fire station(s).

Fans from Fans Event Volunteer

Location: Threadgill's World Headquarters, 301 W. Riverside Drive. Coming June 2018. TBD.

Questions? Contact Volunteer Coordinator, Anna Madrigal: amadrigal@familyeldercare.org

Ready to volunteer? Sign up here: <https://goo.gl/forms/M7yN6ZYMfagwwLmf1>