



## 2020 River Center Outreach Programs

Are you looking for ways to volunteer in your community? The River Center has multiple outreach programs and volunteers are always needed. If you are interested in volunteering, please contact us at [info@rivercenternewcastle.org](mailto:info@rivercenternewcastle.org) or call 970-984-4333.

Our outreach programs include:

### **Life Assistance/Handyman Team Leader, Chera Kearns**

Our Life Assistance team meets to discuss cases that are brought into the River Center for assistance as well as how best we are able to help the family or individual become self-sufficient.

Leadership Duties and hours per month – 2-3

- Schedule monthly meeting with Team to meet at the River Center
- Take notes during meeting and send out minutes
- Work with the Team to establish new guidelines if needed
- Keep track of volunteer hours and report to Assistant Director
- Attend monthly Steering Team meeting when available (Second Monday of each month at 5:30 pm)

Volunteer duties and hours per month – 1-2

- Attend monthly meeting and be available if needed for emergency cases (Second Monday of each month at 10:00 am)

---

### **Kids Totes of Hope (Year Round)**

#### **School Year Leader, Mari Riddile / Co-Leader, Ruth Fletcher – Summer Leader, Brandie Yost / Co-Leader Michelle Williams**

This program provides a family bag of non-perishable food donated by the Food Bank of the Rockies/Nutrition Network. During the school year, we pack approximately 200 bags of food a week for four schools in New Castle and Silt.

Leadership Duties and hours per month – 15-20 hrs

- Coordinate volunteers and email about upcoming work days
- Meets Food Bank truck each week for delivery
- Numbers City Market bags
- Keep track of volunteer hours and report to Assistant Director
- Keep adequate count of food on hand in case additional food needs to be purchased
- Coordinate volunteers to deliver food to each school
- Attend monthly Steering Team meeting if available (Second Monday of each month at 5:30 pm)

Volunteer Duties and hours per month – 4-7 hrs

- Help with packing bags. **They meet each Wednesday at 8:15 at the River Center.**

- If needed, help deliver bags to the schools

### **Meal Monkey (Year-Round)**

#### **Leader, Val Williams / Co-Leader, Kathi Arthur**

This program delivers a weekly sack lunch each Friday to kids in New Castle and Silt. This is a partnership between Lift-Up and River Center. During the school year, Lift-Up is able to prepare all lunches and deliver. During the summer months, we need someone to help coordinate the meal prep and delivery to Heron's Nest in Silt.

Leadership Duties and hours per month – 8-10

- Coordinate volunteers and email about upcoming work days
- Purchase any food needed (River Center funded)
- Keep track of volunteer hours and report to Assistant Director
- Coordinate weekly deliveries to Heron's Nest in Silt each Friday.
- Attend monthly Steering Team meeting from May through September when available (Second Monday of each month at 5:30 pm)

Volunteer Duties and hours per month – 5-8lp with meal prep each Friday morning from 9-11 am.

- If assigned, deliver lunches to Heron's Nest in Silt.
- 

### **Winter Coat (Outerwear Drive) (September through November)**

#### **Leader, TBD**

This program involves collection of winter outerwear during the month of October for distribution to families in need in our county. In 2013 over 350 people received winter outerwear at our November distribution at CRHS. This year we will be adding a second location at Riverside Middle School.

Leadership Duties and hours per month – 5-10

- Meet with Team to coordinate date and location
- Work with volunteers to deliver collection boxes to all schools and businesses
- Monitor collection boxes each week with help of volunteers. Bring any items in boxes to Canyon Cleaners to be cleaned
- Hang up posters for distribution day (At least 2 weeks before distribution day)
- Establish a volunteer schedule and email volunteers about work days
- Bring any cleaned coats to either the storage unit or another location to be stored until distribution day
- Work closely with other organizations to make this happen (Canyon Cleaners, The ROC, Salvation Army, Rifle Chamber of Commerce, etc.)
- Keep track of volunteer hours and report to Assistant Director
- Attend monthly Steering Team meeting from September through December when available (Second Monday of each month at 5:30 pm)

Volunteer duties and hours per month – 1-3 (Dates and Times TBD)

- If assigned, check your location weekly and bring any items to the River Center and bring box back to River Center after collection period
  - Assist with transporting back and forth from storage to Canyon Cleaners, etc.
  - Assist with hanging posters around Town
  - Assist with distribution day
-

## **Angel Tree**

### **Leader, Dee Moore / Co-Leader, Carol Wolff**

Angel Tree provides a gift to children in our community who would not receive one otherwise. This is a valley-wide program and we work closely with neighboring communities to ensure every child signed up receives a gift.

Leadership Duties and hours per month – 2-15

- Schedule initial planning meeting and gather volunteers
- Work with Heather at the River Center to get registration and Angel Tree forms printed
- Distribute forms to School Counselors and organizations that will be registering kids. Volunteers can be assigned a school or organization to assist with this.
- Keep a log of all registrations as forms are returned. Again, a volunteer can assist with this
- With the help of volunteers, fill out all the Angels
- With the help of volunteers, distribute trees and Angels throughout the Town
- With the help of volunteers, pick up gifts throughout the collection period from tree locations
- Pick up any late gifts returned
- Schedule packing days with volunteers to bag all gifts and verify each child receives one
- With the help of volunteers, purchase any needed gifts (River Center funded)
- With the help of volunteers, double check and organize all gifts the day before distribution
- Work with volunteers or an organization the day of distribution and hand out gifts
- Deliver any gifts not picked up
- Send out thank you notes to businesses who helped
- Send article to Post Independent to thank the community
- Keep track of volunteer hours and report to Assistant Director
- Attend monthly Steering Team meeting from September through December when available (Second Monday of each month at 5:30 pm)

Volunteer duties and hours per month – 1-3 (Dates and Times TBD)

- If assigned to an organization, check weekly for new registrations during the registration period
- If assigned a tree location, check your location weekly and bring any gifts to the River Center
- Assist Leaders with bagging gifts and moving everything upstairs the day before distribution
- Assist in filling out Angels
- Assist with distribution day if needed (December 12, 9 am – 12 pm)

---

## **Seniors & Networking Luncheon Team**

### **Leader, TBD**

Our Seniors team meets each Wednesday at noon at the River Center. They have a meal provided by local restaurants and enjoy speakers and presentations.

Leadership Duties and hours per month – 2-5

- Works with the River Center office in getting email out
- Works with the local businesses for lunch to be provided
- Assists in scheduling a speaker or presentation
- Attend monthly Steering Team meeting when available (Second Monday of each month at 5:30 pm)

Volunteer duties and hours per month – 1-2 (Each Wednesday from 11:00 am – 2:00 pm)

- Helps with setup and cleanup
  - Helps pick up food from local restaurants
-

## **Volunteer New Castle**

### **Leader, Mari Riddile**

Volunteer New Castle is a grassroots organization created to help further connect the members of our community through volunteering. This team puts on our annual event, which recognizes the River Center volunteers as well as all other volunteer groups in New Castle. Each year a volunteer of the year and business of the year are recognized. In 2018 an organization group of the year will be announced as well.

Leadership Duties and hours per month – 20-60

- Find and reserve a location for the event
- Schedule meetings with volunteers
- Keep track of notes and send out minutes
- Determine, with the help of the team, the volunteer, business, and organization group of the Year and purchase gift
- Work with volunteers for food donations
- Purchase and distribute a thank you gift in the Fall for key volunteers
- Keep track of volunteer hours and report to Assistant Director
- Attend monthly Steering Team meeting from March through June when available (Second Monday of each month at 5:30 pm)

Volunteer duties and hours per month – 5-20 (Dates and Times TBD)

- Attends meeting when available
- Assists with planning and volunteering at the event (Volunteer picnic will be May 31<sup>st</sup>)
- Assists Leader with distribution of gifts in the Fall

---

## **Community Enrichment Classes**

### **Leader, TBD**

Our community enrichment classes are free to the community and currently consist of financial, parenting, marriage, gardening, and Cooking Matters®. We are always looking for new opportunities to bring to our classes. Classes are each Tuesday evening at the River Center.

Leadership Duties and hours per month – 5-10

- Work with the River Center to reserve class locations
- Work closely with class Teachers
- Promote the events with the help of the River Center
- Keep track of volunteer hours and report to Assistant Director
- Attend monthly Steering Team meeting when available (Second Monday of each month at 5:30 pm)

Volunteer Duties and hours per month – 5-10

- Childcare
- Helping leader with promoting the events
- Assisting the class instructors if needed (Some classes require a volunteer each week)

---

## **Community Gardens**

### **Leader, TBD**

The Community Garden is new this year! We have teamed up with the Town of New Castle and the New Castle Garden Club to put it together. This garden is a great way for members of our community to learn about gardening. It also gives people an opportunity to share in the gardening experience and have fresh produce. A portion of the produce will be given to those in need through the River Center.

Leadership Duties and hours per month – 5-20

- Schedule initial meeting and planting days with volunteers
- Keeps notes of all meetings and sends minutes to volunteers
- Ensures log is kept of all produce harvested
- Schedules harvesting days with volunteers
- Works closely with the Town of New Castle on the project
- Keep track of volunteer hours and report to Assistant Director
- Attend monthly Steering Team meeting from April to September when available (Second Monday of each month at 5:30 pm)

Volunteer duties and hours per month (Dates and Times TBD)

- Help with planting and harvesting the garden as needed
- Writes down anything that is harvested in the log