

OACS VOLUNTEER REQUEST FORM

Please submit with at least 2 weeks advanced notice of your volunteer opportunity.
Please email completed form lilly.m.massa@vanderbilt.edu

ORGANIZATIONAL PROFILE	
Name of Organization	Easter Seals Tennessee
Mission Statement or Brief Description of Org	Easter Seals, whose Tennessee Chapter is located here in Nashville, helps individuals with disabilities and special needs, and their families, live better lives. Whether helping someone to improve physical mobility, return to work or simply gain greater independence for everyday living, Easter Seals offers a variety of services to help people with disabilities address life's challenges and achieve personal goals.
Web Address	http://www.eastersealstn.com
Contact Person	Allison Wright Kristi Kelly
Contact Phone	(615) 292-6640 x149 (615) 292-6640 x107
Contact Email	hrrassistant@eastersealstn.com
SERVICE DETAILS	
Date of service (range ok)	Any dates Monday through Friday. Any day that works for volunteer's schedule.
Duration of service (please include start time and end time)	Any 1+ hour shift from 8:00 AM to 5:00 PM, depending on volunteer's availability and willingness to help.
Location of service	2001 Woodmont Blvd Nashville, TN 37215 Only 2 miles from Vanderbilt's campus.
Number of Volunteers requested	One individual per shift
Groups ok?	Yes, for projects
Description of Service Project	<ol style="list-style-type: none"> 1. Front desk - administrative position; this volunteer sits at the Easter Seals' front desk, answering a multi-line telephone, directing phone calls to the appropriate individuals, and greeting visitors. 2. Filing paperwork for the Human Resources department. 3. Writing thank you letters to our donors. 4. Lifeguarding - overseeing pool operations and greeting visitors at the desk.
Goals/Outcome of Service Project	Easter Seals needs volunteers to help out in many areas, particularly offering professional assistance to visitors at the front desk and pool desk. We also need help in the HR department, as well as in our Development department writing thank you letters. This location is Easter Seals' corporate headquarters.
Attire recommendations	Business professional attire
Recurring volunteer opportunity?	Yes
Any restrictions? Age? Handicap accessible? Etc.	No restrictions; handicap accessible. For lifeguarding, certification required.

Day of Service Contact Person (if different from above)	If contacting Tues-Fri, Allison Wright If contacting Monday, Kristi Kelly
Day of Service Contact Phone (if different from above)	Allison Wright - (615)292-6640 ext. 149 Kristi Kelly - (615)292-6640 ext. 107
Any additional information	If you are interested in volunteering, please contact us to let us know what days and hours you might be available.