

## SKP SAGUARO VOLUNTEER OPPORTUNITIES

This narrative will provide only a brief description of the purpose and responsibilities of the various committees and un-committees which help maintain the **SKP Saguaro Co-op**. For further information, please contact the committee chairperson.

### AUDIO/VISUAL SETUP & MAINTENANCE

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Record meetings and entertainment for broadcast to Co-op population on Channel 43.

### ARCHITECTURAL

Open to: Lifetime Leaseholders only  
Season: October-March

**Purpose:** Ensure that the Co-op maintains and enhances its high quality of RV living at a reasonable cost by conducting on-site inspections for both new construction, remodeling that requires additional construction and lot transfer inspections.

Knowledge of building requirements is helpful for the main task of inspecting sites to ensure code requirements are met.

### AUDIT

Open to: Lifetime Leaseholders only  
Season: October-April

**Purpose:** Review, as appropriate, or, at a minimum, semi-annually, the Co-op's accounting records and reports for conformance to the Co-op bylaws and adherence to the Audit Procedures Manual. Make recommendations to the Board of Directors and Office Manager.

Accounting/bookkeeping experience is desirable.

### BINGO

Open to: Leaseholders & guests  
Season: Oct. 15-Apr. 15

**Purpose:** Provide a once-weekly, state-licensed Bingo game for Co-op members and Benson community members. Report annually to the State of Arizona.

### BUDGET

Open to: Lifetime Leaseholders only  
Season: November-January

**Purpose:** Submit recommendations to the Board of Directors to increase income and control expenses while maintaining a high quality of service and maintenance. To accomplish this they analyze the budgets submitted by Co-op committees and managers for the following year's annual budget and leaseholder M&Os.

### BYLAWS

Open to: Lifetime Leaseholders only  
Season: Ongoing

**Purpose:** Conduct an annual review of the bylaws and recommend any needed changes as well as assist the Board of Directors in the preparation of proposed amendments for submission to the general membership for a vote. Also, review other Co-op documents to ensure that these are consistent with the bylaws.

### CACTUS WRENS

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Fundraising arm of the Co-op. Raises money for ongoing and special projects.

### CHANNEL 5

Open to: Leaseholders & guests  
Season: Ongoing - summer alternates especially needed

**Purpose:** Provide general informational items and notices about ongoing events and activities within the Co-op using the Co-op's television facilities. Minimal typing/computer skills are needed to review, approve and publish submitted items.

Each member is responsible for one set day per week of approximately 30 minutes.

### CHANNEL 43

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Provide a means of passing on information and entertainment to the Co-op residents using the Co-op's television facilities. Members of the committee review and approve the content of all programs before they are broadcast and encourage residents to provide suggestions and original content.

### CHORUS

Open to: Leaseholders & guests  
Season: Oct. 15-Apr. 15

**Purpose:** Welcomes anyone who loves to sing in order to present two concerts per season for the enjoyment of leaseholders and guests.

### CHRISTMAS AUCTION

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Coordinate a once-a-year auction to benefit the ongoing fundraising of the Cactus Wrens.

### CLUBHOUSE

Open to: Leaseholders & guests  
Season: October-March

**Purpose:** Provide programs of activities, social events, entertainment, educational programs, seminars, etc. that meet the needs of the Co-op and maximize the use of the clubhouse facilities and to create the plans and schedules for such activities. Members may be expected to set up the clubhouse for activities, decorate & undecorate, lead various events, and perform other clubhouse-related tasks.

### COFFEE

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Provide coffee & donuts three times per week as a social gathering.

### COMPUTER CLUB & CLINIC

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Gathering of all folks with interest in computers from entry-level to advanced. The primary activity is to provide hands-on support during walk-in clinics usually held twice monthly.

### CRAFTERS

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Gathering time for people interested in various crafts to visit and exchange skills & information.

### ELECTION

Open to: Lifetime Leaseholders only  
Season: October-March

**Purpose:** Conduct elections in accordance with the bylaws which would include, but not limited to, actively encouraging leaseholders to be candidates for the Board of Directors; securing resumes of such candidates; distributing the Annual Report at the Annual Meeting; maintaining the highest integrity of the leaseholders' votes; developing and maintaining written procedures for the election process.

Members are required to be discreet at all times.

### ELECTRIC BILL DISTRIBUTION

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Monthly distribution of electric bills to leaseholder sites.

### ELECTRIC METER READER

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Monthly recording and reporting of electric meter readings for leaseholder sites.

## ENTERTAINMENT COORDINATOR

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Search out and provide free entertainment for leaseholders and guests.

## EXCURSIONS

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Self-led out-of-park excursions: hiking, 4-wheeling, motorcycle, small rigs, cultural, etc.

## EXERCISE

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Encourage healthy exercise and flexibility among residents.

## FACILITIES/MAINTENANCE

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Support the Facilities Manager and assist in maintaining the structural and mechanical integrity of the property, erosion control, roads and buildings. Schedule and coordinate work parties of committee members and other volunteers and supervise these tasks.

## FISH FRYS

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Create tasty and healthy fish dinners for the Co-op population.

## FITNESS ROOM

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Maintain a clean and safe fitness facility.

## FOOD AUCTION

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Coordinate a once-a-year food auction to benefit the ongoing fundraising of the Cactus Wrens.

## FOUNDERS PARK

Open to: Leaseholders & guests  
Season: October-March

**Purpose:** To develop, maintain and improve the area designated as Founders Park, including the pavilion and to coordinate a reservation calendar for special events. Members should have the ability to work well with others, a desire to promote the use of Founders Park and an interest in providing an attractive and enjoyable outdoor venue for Co-op activities.

## GRIEVANCE

Open to: Contact chairperson for information  
Season: Ongoing

**Purpose:** Ensure impartial, objective investigation of grievances or disputes involving Co-op governing documents and gives members involved an opportunity to be heard. They help educate non-complying members and encourage compliance and resolution. They ensure each member's due process. If a dispute cannot be resolved, the committee will submit a formal report to the Board of Directors with recommendations for resolution.

Members of this committee must treat each Co-op member equally and respectfully, maintain strict confidentiality of all committee matters and maintain confidential case files.

## HAPPY HOUR ANNOUNCEMENTS

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Promote the social aspects and disseminate information pertaining to the Co-op.

## HELPING HANDS

Open to: Leaseholders & guests

Season: October-March

**Purpose:** Provide short-term assistance to leaseholders and guests in their time of need (e.g. injury, illness, death) for an initial period of one week. The need for additional assistance is subject to review on an individual basis. It is essential that committee members as well as leaseholders recognize and accept that the Co-op does not have the resources or expertise to provide nursing, custodial or rehabilitative care.

The responsibilities of individual members are many from providing direct assistance with common needs to sending Sunshine Cards.

## HOLIDAY & SPECIAL EVENTS

Open to: Leaseholders & guests

Season: October-April

**Purpose:** Social gatherings for special events.

## HONOR SYSTEM

(Coffee & Refrigerator)

Open to: Leaseholders & guests

Season: Ongoing

**Purpose:** Purchase snacks (water, soda, ice cream, etc.) to supply the clubhouse refrigerator and coffee urns and monitor funds collected.

## KITCHEN

Open to: Leaseholders & guests

Season: October-April

**Purpose:** Provide healthy and satisfying weekly meals for the Co-op population and maintain the kitchen in good working order.

## LANDSCAPING

Open to: Leaseholders & guests

Season: October-April; summer

waterers always appreciated

**Purpose:** Beautify the Co-op by landscaping and maintaining the common areas in cooperation with the Facilities Manager and to assist leaseholders by providing information and education on landscaping individual lots.

The responsibilities of individual members vary from designing, grooming and maintaining common areas to inspecting lots in transition for compliance with landscaping rules.

## LAUNDRY COIN COLLECTION

Open to: Leaseholders & guests

Season: Ongoing

**Purpose:** Weekly collection and counting of coins from the machines in the laundromat.

## LIBRARY

Open to: Leaseholders & guests

Season: Ongoing

**Purpose:** Choose one day per week and use the "Guidelines for Library Volunteers" to shelve materials and keep the library in order.

## LONG-RANGE PLANNING

Open to: Lifetime Leaseholders only

Season: Ongoing

**Purpose:** Research and develop various potential projects to improve the facilities and services available to leaseholders and provide a vision for the future direction of the Co-op.

## MARKETING

Open to: Leaseholders & guests

Season: November-February

**Purpose:** Develop, implement and maintain a Marketing Plan in order to ensure the Co-op continues to thrive as an active RV lifestyle community and to promote the Co-op through various print, non-electronic, and various digital media.

Computer literacy is required and marketing experience in some form is highly desired. Also, the ability to work well with others as well as to work independently within guidelines is mandatory.

## MOVIE NIGHT

Open to: Leaseholders & guests

Season: October-April

**Purpose:** Select and project weekly movies and coordinate concessions.

### NEIMAN MARCUS TABLE

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Raise money for Cactus Wrens projects.

### NEWSLETTER

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Gather articles and produce a monthly newsletter to disseminate information to the Co-op population.

### OFFICE VOLUNTEERS

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Assist office staff in various office duties. Knowledge of office equipment a plus.

### OPENING & CLOSING CLUBHOUSE

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Making sure clubhouse is available to leaseholders and guests and securing same at night.

### OUT-TAKES TALENT SHOW

Open to: Leaseholders & guests  
Season: One night only during February

**Purpose:** Showcase Co-op talent for the entertainment of leaseholders and guests.

### PARKING

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Assist guests in parking RVs on assigned lots in order to protect Co-op property and the property of leaseholders.

Must be available for parking on the assigned day and stay in radio contact with the office. You may be asked to deliver messages on that day by the office staff.

Other responsibilities include, but are not limited to, establishing the direction of approach when parking and specifying the direction for leaving the lot to prevent road damage.

### PATHWAY LIGHTING MAINTENANCE

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Maintain pathway lighting in a working and safe condition.

### PHOTOGRAPHERS

Open to: Leaseholders & guest  
Season: October-April

**Purpose:** Gathering of all folks with interest in photography from entry-level to advanced to discuss shared interests and plan photographic excursions.

### POOL ROOM UPKEEP

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Maintain a clean, functional pool room.

### PROPANE

Open to: All Leaseholders  
Season: October-April

**Purpose:** Furnish propane at a reasonable price to leaseholders and guests; keep the propane area clean and safe; dispense propane safely; observe delivery of propane and check the tank truck meter both before and after fillings; provide yearly training sessions for those authorized to dispense.

### RECYCLING

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** The Co-op is the largest recycler in the Benson area. Recycling saves the Co-op money since we would need at least 3 additional dumpsters otherwise.

### RULES

Open to: Lifetime Leaseholders only  
Season: October-May

**Purpose:** Review and recommend changes or additions to the Co-op rules. Maintain strict confidentiality relating to rule violations and coordinate such violations with management.

Some responsibilities include physically inspecting individual lots as well as the storage area annually for safety and compliance to state, county, city and Co-op bylaws, rules and regulations.

### SECURITY AND SAFETY

Open to: Lifetime Leaseholders only  
Season: October-March

**Purpose:** Analyze security and safety risks where they exist in the Co-op and review and specify measures to mitigate the same. Also to promote and maintain lines of communication with leaseholders and guests of the Co-op regarding security and safety.

This committee is not responsible for enforcement of park rules and regulations or enforcement of any government law. All enforcement issues will be referred to the Co-op Board of Directors.

### TABLES AND CHAIRS

Open to: Leaseholders & guests  
Season: October-April

**Purpose:** Arranging tables and chairs for various clubhouse activities.

### TECHNOLOGY

Open to: See description  
Season: Ongoing

There are two aspects to the Technology Committee. The Executive Core is open to **Lifetime Leaseholders only** and is concerned with organizing, assigning and monitoring tasks in order to harness technical knowledge and skills within the Co-op, thereby providing required technical research and advice to the Board of Directors and to other Co-op committees. In this capacity, the Executive Core evaluates requests and proposals and may appoint a "Technical Group" to deal with such requests. This Technical Group is open to **Leaseholders and guests**.

Some topics of interest include, but are NOT limited to: stage operations (sound systems/lights), audio-visual equipment, the TV system, high-speed internet/telecommunications, and Co-op computers.

### TV SYSTEM MAINTENANCE & TROUBLE SHOOTING

Open to: Lifetime Leaseholders only  
Season: Ongoing

**Purpose:** Maintain the park closed-circuit TV system.

### VIDEO LIBRARY

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Maintain the video/DVD lending library in an organized fashion.

### WEB SITE MANAGEMENT

Open to: Lifetime Leaseholders  
Season: Ongoing

**Purpose:** Manage internet website.

### WELCOME

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Personally welcome guests and new leaseholders to the Co-op by visiting these guests, give them a hug/handshake and offer information about the Co-op, rules, activities, local attractions, etc. This may require you to collect, organize and update information pertaining to Co-op activities and events as well as events in the surrounding areas.

### WORKSHOP

Open to: Leaseholders & guests  
Season: Ongoing

**Purpose:** Ensure a safe workshop environment; establish rules and safety guidelines to be followed in the workshop; establish work parties as needed to keep the shop clean and ensure the equipment is in good operating condition; serve as monitors; assist new users; assist in creating equipment safety signs.

## BENSON AREA VOLUNTEER OPPORTUNITIES

### BENSON AREA FOOD BANK

Contacts: Frances Pratt

Lot #: 147

Chuck Divine

Lot #: 131

The Food Bank is not funded by any government entity and depends entirely on donations. Since the beginning of Saguaro Co-op, we have supported the Food Bank located at 370 S. Huachuca Street.

### BENSON ANIMAL SHELTER

Contact: Lisa Sweelssen

Lot #: 24

All proceeds from clothing alterations and repairs as well as the sale of greeting cards are donated to the Benson Animal Shelter.

### BENSON COMMUNITY FOOD PANTRY

Contact: Ellen Baraona

Lot #: 51

The Food Pantry (aka: "Easy Street") is separate from the Food Bank. The Food Pantry is not federally funded and operates on donations. Volunteers distribute tons of donated produce weekly.

### BENSON AREA FOSTER CHILDREN AND SENIORS PROGRAM

Contacts: Carole Melander

Lot #: 23

Carol Bezdeka

Lot #: 177

The Co-op has been helping bring Christmas to the Benson area foster children since 1998. Over 70 children and 7 seniors were served in 2017.

### BENSON HOSPITAL AUXILIARY

Contact: Karen Phillips

Lot #: 62

Volunteers help save the Benson Hospital significant money by staffing the gift shop, answering phones, visiting patients and numerous other responsibilities where needed.

### BENSON VFW POST 6271 BARNEY-FIGUEROA POST

Contact: Tom Kesterson

Lot #: 213

Volunteers are always needed in various areas of running the Barney-Figueroa VFW Post.

### ALL THE KINGS HORSES CHILDREN'S RANCH

Contact: David & Judy Rhodes

Lot #: 113

The Children's Ranch, located just a few miles from Saguaro Co-op, offers a residential home environment for children whose families are in crisis. In addition to accepting children from Arizona State foster care agencies, the Ranch also accepts private placements.

### AMERIND MUSEUM

Contact: Jeff & Donna Cooney

Lot #: 217

The Amerind Museum in Dragoon, Arizona about 30 miles from Saguaro Co-op is always in need of volunteers.

### BLOOD DRIVE

Contact: Lisa Sweelssen

Lot #: 24

Saguaro Co-op assists in "giving the gift of life" on a regular basis. In December, 2017, 32 units of blood was donated by Co-op members.

## BENSON BARBERSHOPPERS

Contact: Lee Pease  
Lot #: 121

The Benson Barbershop group, comprised of men and women who enjoy singing a variety of music, is occasionally invited to perform at local community events. The group meets from 7-9 p.m., Tuesday at the Community Presbyterian Church at 590 S. Huachuca Street.

## FRIENDS OF THE LIBRARY

Contact: Jean Jones  
Lot #: 189

In addition to being a great source of good quality books and magazines, Friends of the Library provides scholarships to worthy recipients. Volunteers are always encouraged to join.

## KNIT, CROCHET, AND QUILT!

Contact: Sandy McGinnis  
Lot #: 125

The Saguaro Co-op fiber artists use their skills for many good causes including: Benson and Tucson Head Start, Project Linus, Benson Hospital Hospice, the Humane Society of the White Mountains and national, local and Tombstone Quilts of Valor. Crafters are always welcome.

## JAMMING at QUIBURI

Contact: Nona Rowton  
Lot #: 201

Volunteers from Saguaro Co-op, along with several others who participate in the Sunday Jam Session, entertain residents at the Quiburi Nursing Home weekly.

## TABS FOR RONALD McDONALD HOUSE

Contact: Darlene Hitchcock  
Lot #140

Every month a gallon jug of pop tops is donated to the Ronald McDonald House from the Saguaro Co-op. An interesting fact is that there is more aluminum in the pop tops than in a whole aluminum can.

## VOLUNTEER INTERFAITH CAREGIVER PROGRAM (VICaP)

Contact: Drew Moehlau  
Lot #: 203

Providing services to the elderly, disabled and homebound residents of the Sierra Vista area since 1994. Their goal is to help neighbors continue to live independently and maintain their quality of life.