



Help Keep Central Texas Cool

From May 1st through September 15, volunteers support our annual Fan Drive by helping distribute and/or deliver fans to older adults and adults with disabilities.

Office Volunteer Responsibilities (Greatest Need):

- Fan sorting and distribution
- Warehouse and office operations
- Serving clients and assisting with a one-page information form
- Basic data entry/phone skills
- Event support and group projects

Delivery Volunteer Responsibilities:

- Deliver fans to homebound neighbors or partner locations
- Coordinate pickups and transportation
- Ensure safe handling and timely deliveries

Requirements (Applies to Both Roles):

- Must be 18+ or accompanied by someone who is
- Two 4-hour shifts per month (not including holidays)
- At least one month commitment (May-September 15)
- Reliable transportation for delivery volunteers
- Ability to lift and carry fans with staff support as needed
- Must complete orientation, training, and background check
- Friendly, professional communication with clients and staff