



JOB DESCRIPTION

TITLE: Volunteer
DEPARTMENT: Adult/Child Day Care Center
SUPERVISOR: Intergenerational Coordinator
BASIC JOB FUNCTION:

The Program Volunteer is responsible for assisting the staff in the care of participants and children at the center. The Volunteer is a member of the team and collaborates with team members to provide for the physical, mental, and social well-being of the clients.

QUALIFICATIONS:

All volunteers must be of good character and reputation; competent, qualified and capable of carrying out assigned responsibilities; willing and able to accept training and supervision; considerate, understanding and respectful of aged and disabled persons; clean and well groomed; able to communicate in English. Volunteers must be at least 13 years of age.

SPECIFIC DUTIES ASSIGNED:

All duties are performed in such a way as to comply with local, state, and federal guidelines for licensure and safety standards. Volunteers may come on a regularly scheduled day and time for several hours, may come in order to perform a specific activity, or may come as a student to observe or conduct activities for class.

1. Assist staff in carrying out the activities of the center, including arts and crafts, exercise, music, games, etc. Interact with clients during daily activities to encourage socialization and participation. Assist with setting out, cleaning up, and storing all activity supplies.

2. Assist staff at snack and meal time. Be aware of special diets and food restrictions.
3. Assist staff with clerical duties including computer work, mailings, record keeping, data entry, etc.
4. Assist staff with other duties, including fundraising activities and public relations activities.
5. Maintain a safe and secure facility, helping to provide a neat, clean and pleasant environment. Specifically: correct any hazards, participates in fire drills, follow safe food handling methods, clean and supply bathrooms and use Standard Precautions.
6. Maintain confidentiality of participant, staff, and organizational information.
7. Perform other appropriate tasks as assigned by the supervisors.