



Volunteer Job Description

Special Events Volunteer

Join in the fun and help recreation staff with special events! Duties could include set up, tear down, decorating, serving, as well as implementing and participating in social and recreational activities with Emmanuel Home residents.

Client Group: Seniors in independent living/supportive living

Risk Level: Low

Time Commitment: On occasional basis based on availability and the scheduling of special events.

Duties/responsibilities:

- Assist recreation staff in the set up and take down of chairs/tables/decorations
- Assist in the serving of beverages and food during special events
- Assist in the implementing of social and recreational activities
- Participate in social and recreational activities with residents

Skills/qualifications:

- Caring, friendly and patient attitude
- Well-developed interpersonal and communication skills
- Willingness and ability to take direction from staff
- Sensitivity to the needs and challenges of the residents
- Physical ability to assist someone from a sitting to standing position
- Safely assist residents with mobility aids
- Lifting and moving light equipment

Boundaries/limitations: See Professional Boundaries Policy

Orientation/training:

- One-hour orientation prior to first shift
- One-hour training prior to first shift

Supervision/evaluation:

- Supervisor: Recreation Services Coordinator
- Annual evaluation with supervisor

Benefits:

- Opportunity to meet new people and have fun with residents and staff
- Helping people to maintain their health and independence
- Snacks will be provided