



VOLUNTEER JOB DESCRIPTIONS

Activity Assistant: the Activity Assistant helps the Center staff with programmed activities, planned by the Center team. This could be helping with a craft, gardening, physical / cognitive activities or helping with meal and snack setup. The Activity Assistant may be assigned to provide individualized support to participants as needed. A set schedule is required. The Activity Assistant is supervised by the Activity Director

Schedule: M _____ T _____ W _____ Th _____ F _____

Monthly: _____

Other: _____

Special Event Assistant: the Special Event assistant helps when the Center has a large event or an outing. This may require traveling to a location either on a county vehicle or by your own personal vehicle. The Special Event Assistant may be assigned to push wheelchairs, provide supervision, or give individualized support to participants as assigned. This volunteer's schedule may change with the needs of the program. The Special Event Assistant is supervised by the Activity Director.

Schedule: As needed

Activity Leader: the Activity Leader plans and activity and receives approval for the activity from the Center's Activity Director. Examples include leading Bible study, seasonal crafts, pet visits, teaching a skill or facilitating a special interest group, such as men's group or poker club. This volunteer should be able to commit to a regularly scheduled visit, such as weekly, monthly or quarterly. The volunteer Activity Leader is supervised by the Center Activity Director.

Schedule: M _____ T _____ W _____ Th _____ F _____

Monthly: _____

Other: _____

Entertainer: volunteer Entertainers perform for participant's enjoyment. Examples include piano players, magicians, DJ, comedian, singer. The volunteer should be able to commit to a recurring schedule. such as weekly, monthly or quarterly. The volunteer Entertainer is supervised by the Activity Director.

Schedule: M _____ T _____ W _____ Th _____ F _____

Monthly: _____

Other: _____

Cleaning/Maintenance: this volunteer does not work directly with the participants but supports the program by helping with organizing, cleaning, weeding, dusting, washing, sanitizing and similar tasks. This volunteer should be able to commit to an established schedule. The Cleaning / Maintenance volunteer is supervised by the Activity Director.

Schedule: M _____ T _____ W _____ Th _____ F _____

Monthly: _____

Other: _____

Clerical: this volunteer does not work directly with the participants but supports the program by helping with paperwork, answering phones, decorating the Center for holiday/season, changing bulletin boards, helping with mailings, etc. This volunteer should be able to commit to an established schedule. The Clerical volunteer is supervised by the Activity Director.

Schedule: M _____ T _____ W _____ Th _____ F _____

Monthly: _____

Other: _____

OTHER: _____

Description: _____

Supervised by: _____

Schedule: M _____ T _____ W _____ Th _____ F _____

Monthly: _____

Other: _____

Volunteer signature

date

Authorized Center staff signature

date