



JOB DESCRIPTION

LIFE ENRICHMENT VOLUNTEER

REPORTING: IS RESPONSIBLE TO AND REPORTS DIRECTLY TO THE SUPERVISOR ON DUTY

FUNCTION: TO PROVIDE SUPPORT AND ASSIST CLIENTS AND STAFF WITH RECREATION ACTIVITIES TO HELP ENHANCE QUALITY OF LIFE

TIME COMMITMENT: 1 - 2 HOURS PER WEEK WITH A MINIMUM COMMITMENT OF 6 MONTHS

A. RESPONSIBILITIES

- 1) To report to on duty supervisor upon arrival
- 2) To connect with on duty supervisor or support staff to determine client status and ability to participate
- 3) To be welcoming and friendly in an effort to have clients participate in daily activities
- 4) To assist client participation in programs as needed. Programs may include but are not limited to crafting, , games, knitting, mobility exercises, arthritis group
- 5) To connect with appropriate staff/supervisors should any questions or concerns arise
- 6) To socialize with clients by sharing and enjoying the program with them
- 7) To inform appropriate staff of any program needs, such as supplies etc.
- 6) To inform Shelter House staff if unable to fulfill commitment within a reasonable time frame

B. QUALIFICATIONS

- 1) Ability to work as part of a team or as an individual
- 2) Ability to lift up to 20LBS
- 3) Passion for sharing skills and abilities with others
- 4) Positive, cheerful attitude
- 5) Be compassionate, caring and self-motivated
- 6) Have good communication skills, be a good listener and have ability to follow directions
- 7) Ability to represent Shelter House while modeling the core values of the organization

C. BENEFITS

- 1) Getting involved in the neighborhood
- 2) Building and fostering relationships with people and businesses in our



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community

- 3) Assisting Shelter House to best provide for those in need
- 4) Studies show that volunteering has various health benefits
- 5) Building skills for a resume and future educational and job prospects

RISK: LOW **MEDIUM** HIGH

Rating level due to medium level of risk, providing all proper procedures be followed correctly. The volunteer is not directly supervised by a staff member.

NOTE: Volunteers have the right to decline tasks they do not feel comfortable with due to lack of skills, strength or safety concerns.

ORIENTATION: The **Volunteer Coordinator** will provide general orientation to the building and general description of volunteer's role.

Appropriate Staff will provide orientation to the specific program area, assignment of daily duties and daily program.

Signatures:

Volunteer

Date

Volunteer Coordinator

Date