



**Position Title:** Adult Day Program Bus Volunteer  
**Position Type:** Volunteer  
**Program Area:** Adult Day Program  
**Reporting Relationship:** Assistant Manager, Adult Day Program

### **Program Overview:**

East Wellington Community Services (EWCS) is a community-impact organization that addresses the health and care, transportation, employment and social service needs of individuals and families in East Wellington. The Adult Day Services program offers social, cognitive and physical stimulation for frail seniors and those with dementia and Alzheimer's disease and provides opportunities to interact with their peers through a variety of therapeutic, social and recreational programs.

**Position Purpose:** To assist in providing a safe, comfortable journey for Adult Day Program participants from their home to the program and return.

**Qualifications:** Volunteers in this position should be patient; comfortable working with elderly clients; have excellent communication skills and a pleasant demeanor. Dependability and being a reliable team player are essential. Volunteers must be able to work with minimal supervision.

### **Duties/Responsibilities:**

- Assist clients to safely embark and disembark the EWCS bus
- Meet client at their door and escort them safely onto or off the bus. Volunteers can provide an elbow or hand to hold onto but refrain from offering physical assistance
- Assist client with fastening/unfastening seatbelt (if required), carry their bags
- Encourage socialization among participants on the bus
- Observe and assist any participant having issues while on the bus i.e. seatbelts remaining on, aggression etc.
- Create a warm, calm, friendly atmosphere for participants
- Assist bus driver with other tasks which may arise
- Communicate with the Manager, Seniors' Programming regarding any concerns or any client incidents that occurred on the bus
- Maintain confidentiality and non-discrimination policies at all times
- Maintain up-to-date knowledge and awareness of EWCS programs, functions and events
- Behave in the manner consistent with the values and ethics of EWCS appropriately representing the agency in the community

Perform other duties as required.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Minimal lifting is required. The volunteer works in an area where there is some physical risk to them i.e. in a moving vehicle.

**Time Commitment:** Shifts are 2-2.5 hours in length, beginning at 8 a.m. or beginning at 2:45 p.m.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION:**

I have received a copy of the job description and have read and understood its contexts.

**Volunteer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Volunteer Signature:** \_\_\_\_\_ **Managers Signature:** \_\_\_\_\_