



Position Title: Adult Day Program 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 the Adult Day program staff in providing a positive and encouraging experience for participants.

Qualifications: Volunteers in this position must enjoy working with frail older adults and those who experience cognitive issues. Volunteers must have excellent communication skills and a pleasant demeanor. Must have an ability to take direction and be a reliable team player. Works amicably with others to get a job done; responds positively to directions; exercises a professional approach using appropriate communication tools; asks questions to ensure understanding.

Duties/Responsibilities may include:

- Encourage participants to socialize and engage with others
- Assist staff and participants with activities by repeating instructions for the hearing impaired, directing the cognitively impaired and having a positive expectation that all participants will take part to the best of their ability
- Help participants get on/off the bus when loading or unloading
- Assist staff with program set up i.e. setting tables for lunch
- Assist participants with activities of daily living
- Help serve meals and snacks, clear tables and tidy up when necessary
- Provide one on one attention when required
- Share relevant participant information with staff and Manager
- 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. Indoor work for majority of shift, however outdoor duty while participants arrive/leave the program.

Time Commitment: Shifts are available in the morning or afternoon, approximately 2.5 hours in length.

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:**_____