



## MUNICIPALITY OF PORT HOPE VOLUNTEER DESCRIPTION

- Position:** Orientation Volunteer
- Location:** Ruth Clarke Activity Centre for Seniors
- Description:** Welcome new participants to the facility by providing program information, facility tour, and RCAC policies
- Responsible to:** Seniors Program Coordinator
- Hours Required:** Up to 4 hours per week
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### 1.0 RESPONSIBILITIES:

*(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements).*

- 1.1 Must maintain complete confidentiality of participant information
- 1.2 Work with the Seniors Program Coordinator and Advisory Board to ensure smooth running of activities
- 1.3 Educate participants on recreation programs, functioning of the facility, and day to day operations
- 1.4 Distribute program information and brochures
- 1.5 Work in a team environment with staff and other volunteers
- 1.6 Promote a welcoming and enjoyable environment
- 1.7 Communicate needs, concerns and issues to the Seniors Program Coordinator and/or Advisory Board

### 2.0 TRAINING AND QUALIFICATIONS:

- 2.1 Attend formal training with the Seniors Program Coordinator
- 2.2 Must have excellent interpersonal skills
- 2.3 Have a clear understanding of the Ruth Clarke Activities Centre Constitution and Emergency Procedures
- 2.4 Must hold a membership for 1 year prior to volunteering
- 2.5 Willingness to take direction from staff and the Advisory Board

## **Volunteer Description Recreation Convener**

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2.6 Clear understanding of you activities “House Rules”

### **3.0 OTHER**

3.1 Valid and satisfactory Police Records Check with Vulnerable Sector Search.

### **4.0 WORKING CONDITIONS:**

- 4.1 Requires some amount of walking, standing and climbing stairs and;
- 4.2 May require some physical effort to move/lift chairs, tables and other equipment for activities.

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*Updated: July 5<sup>th</sup>, 2017*