



MUNICIPALITY OF PORT HOPE VOLUNTEER DESCRIPTION

- Position:** Recreation Convener
- Location:** Ruth Clarke Activity Centre for Seniors
- Description:** Provide leadership to recreational activity groups, i.e. cards, bingo, bridge, etc.
- Responsible to:** Seniors Program Coordinator
- Hours Required:** Up to 6 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 Enforce and educate participants on policies and procedures
- 1.4 Monitor sign in book and complete participant counts before each activity
- 1.5 Work in a team environment with staff and other volunteers
- 1.6 Assist with program room set up and clean up
- 1.7 Ensure that the play flows in a fair and consistent manner
- 1.8 Promote a welcoming and enjoyable environment
- 1.9 Communicate program and kitchen supply needs to staff
- 1.10 Communicate needs, concerns and issues to the Seniors Program Coordinator and/or Advisory Board

2.0 TRAINING AND QUALIFICATIONS:

- 2.1 Review and sign duties of conveners document
- 2.2 Attend formal training with the Seniors Program Coordinator
- 2.3 Must have excellent interpersonal skills

Volunteer Description Recreation Convener

- 2.4 Have a clear understanding of the Ruth Clarke Activities Centre Constitution and Emergency Procedures
- 2.5 Must hold a membership for 1 year prior to volunteering
- 2.6 Willness to take direction from staff and the Advisory Board
- 2.7 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 and climbing stairs to assist with activities throughout the Centre; and
- 4.2 Requires physical effort to move/lift chairs, tables and other equipment for activities.

Updated: July 5th, 2017