



## MUNICIPALITY OF PORT HOPE VOLUNTEER DESCRIPTION

- Position:** Program Assistant
- Location:** Ruth Clarke Activity Centre for Seniors
- Description:** Provide assistance to conveners and 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, Advisory Board and Recreation Convener to ensure smooth running of activities
- 1.3 Enforce and educate participants on policies and procedures
- 1.4 Work in a team environment with the recreation convener, staff and other volunteers
- 1.5 Assist with program room set up and clean up
- 1.6 Encourage friendly and fair play
- 1.7 Promote a welcoming and enjoyable environment
- 1.8 Communicate program and kitchen supply needs to staff
- 1.9 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

## **Volunteer Description Recreation Convener**

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- 2.4 Must hold a membership for 1 year prior to volunteering
- 2.5 Willness to take direction from staff and the Advisory Board
- 2.6 Clear understanding of your 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.

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