



## VOLUNTEER OPPORTUNITY

1/2015

### Title: **PROGRAM ASSISTANT - Full time**

Program Assistants assist the organization to ensure that every elderly friend has a relationship with a compassionate person. They are responsible for reaching out to the elders in friendship and celebration of life. Additionally, Program Assistants have the opportunity to develop and maintain productive, satisfying relationships with other volunteers. This is a unique experience to discover the real needs of older adults.

**Supervisor:** Director of Volunteer Services

#### **Specific Job Skills required**

- Effective communication. Able to listen attentively and initiate conversation.
- Sensitive to the needs of lonely and isolated elderly.
- Able to work independently. Reliable in completion of all elder commitments.
- Able to drive on a daily basis in the city, on highways and expressways. Driving a van is a plus.
- Bilingual (Spanish/English) is a plus.
- Must be 21 years old.

#### **Major Duties and Responsibilities**

- Establish a meaningful relationship with 25 elders.
- Engage elders in outings, luncheons and other social opportunities.
- May assist with small errands (i.e. light shopping, transportation etc.)
- Plan creative social opportunities such as going for a walk, seeing a movie, playing cards, baking together and sharing stories. Be accountable for your time, work and performance.
- Work with staff to plan and execute celebrations of life that bring the elderly out of their isolation into contact with other volunteers in festive social activities.
- Assess the elders' needs and refer findings to the Program Coordinator.
- Work one of two major holidays (Thanksgiving, Christmas) and the Saturday spring holiday for the Fête d'Armand Marquiset celebrations.
- Participate in staff meetings, PA meetings, retreats and evaluations.
- Take charge of a special project outside of visiting.
- Perform other duties of a temporary nature as need arises.
- Drive, assess and participate in the maintenance of the LBFE vehicles as needed.
- Participate in one vacation week with the elders and volunteers during the summer. (Optional).

#### **Time Commitment**

- Full time - 40 hours/week (may include weekends). One year commitment.

#### **Benefits**

- Up to \$800.00 stipend per month for food and personal expenses for full time.
- Medical and Dental insurance for full time only. Mileage reimbursement provided if using own vehicle.
- Excellent training and experience in the field of aging while working in a responsible position with the guidance of staff.
- Opportunities to meet and work with a diverse group of committed volunteers, staff and elderly.

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