



## **Volunteer Role Description** **Adult Day Program**

**ABOUT ADC:** The Adult Day Program provides person centered programming and group programming for socially isolated seniors and seniors living with Dementia and other Cognitive Impairments.

**PURPOSE:** To enhance the program by socializing with clients, assisting in crafts, music programs, support in various activities to keep clients occupied throughout the day.

**REPORTS TO:** Coordinator of Adult Day Centre

**DESIRABLE CHARACTERISTICS:** Reliable, trustworthy, creative, flexible, patient, punctual, warm and caring with good problem solving, interpersonal & client focused skills. Team player!

### **QUALIFICATIONS:**

- Ability and willingness to work in a team environment.
- Strong interpersonal and communication skills.
- Sensitivity and awareness of cultural, racial, economic and socially diverse communities.
- Proficiency in use of computers will be an asset.
- Knowledge of a second language will be an asset.
- A clear Vulnerable Sector Police Reference Check – we will provide form

### **RESPONSIBILITIES:**

- Assist with the set-up of the program area for morning activities.
- Welcome clients and assist them with hanging coats and seating for the program.
- Assist with light breakfast.(Bring clients coffee and tea)
- Assist clients with their activities and monitor clients for safety as directed by staff.
- Set up tables for lunch.
- Assist clients when moving between programs.
- Offer support to clients during mealtimes.
- Help with clean-up after lunch. (Dishes and kitchen clean up)
- Assist with set-up the room for the afternoon program.
- Assist clients when getting ready to leave the program.
- Assist with clean-up, storage of program materials, and prepare for the next day.



**TIME AND LOCATION:**

- Shifts available are 9am to 1pm, or 11am to 2pm or 12noon to 4pm.
- Located at **2658 Eglinton Ave East** at Brimley Rd. North-West corner, next to the Hub

**ORIENTATION & TRAINING:**

Mandatory on-line SCHC Volunteer Training provided by Coordinator of Volunteer Engagement. The Manager and/or Coordinator and/or an experienced volunteer will orient you to the adult day program in your first few shifts. Attend in-service education sessions when available.

**COMMITMENT:** Six months preferred, will accept 3-4 months.

**BENEFITS:**

- Satisfaction of socializing on a regular basis with seniors.
- Learning from the experiences of seniors, by sharing stories.
- Gaining valuable experience for future prospects.
- Practical hands on experience, can be listed on resume if needed.
- Giving back to the community.
- Volunteer Hours letter provided upon request.