

VOLUNTEER POSITION DESCRIPTION

Volunteer Position Title: Activities Assistant

Supervisor: Community Liaison/Volunteer Development Coordinator

Hours of Work:

Position Description

Activities Assistants assist staff in facilitating activities within the village and help residents to participate in the various activities and programs being held.

| Tasks | Skills and Experience |
|--|--|
| <ul style="list-style-type: none"> ❖ Participate in activities and programs scheduled by Recreational Activities Officers. These may include- Craft, Bingo, Art, Trivia, Games, Cooking, Bus Trips etc. ❖ Assist with setting up of the program ❖ Assist residents to participate in the program ❖ Provide one on one interaction with resident as required ❖ Register your start time, finish time and any incidents that occur during your time on duty ❖ Report all accidents or incidents to the Volunteer Development Coordinator and complete relevant forms as soon as possible after the event ❖ Act in accordance with Multicultural Aged Care Illawarra’s policies and procedures | <ul style="list-style-type: none"> ❖ A strong commitment to working with older people ❖ Understanding and acceptance of residents from culturally and linguistically diverse backgrounds ❖ Commitment to Multicultural Aged Care Illawarra’s Vision, Mission and Values ❖ Ability to work as part of a team ❖ Ability to communicate and listen effectively |

Certification

I have read this document and agree to undertake the duties and responsibilities as listed above.

I acknowledge that:

I understand the requirements of, and am prepared to undertake the duties and responsibilities stated in the Volunteer Position Description,

the Position Description will be reviewed regularly in consultation with me.

Volunteer

Name: _____ Date: _____

Signature: _____

Supervisor

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

Name: _____ Date: _____

Signature: _____

Insurance Cover

Volunteers who are undertaking activities approved by Multicultural Aged Care Illawarra staff are covered under Multicultural Aged Care Illawarra's Volunteer Personal Accident Insurance Policy.

WH&S Statement

Multicultural Aged Care Illawarra is committed to providing and maintaining a safe and healthy working environment for all staff, volunteers, contractors and visitors. This commitment is in accordance with the organisation's values and the requirements of the various Work Health & Safety Acts, associated Regulations and Codes of Practice.