



VOLUNTEER POSITION DESCRIPTION

VOLUNTEER ASSIGNMENT: Adult Services/Community Employment Volunteer

DEPARTMENT: Adult Work Centers

LOCATIONS:

Akron Center
Barberton Center
Cuyahoga Falls Center and the Gift Gallery by Weaver Industries
Canal Place
Coventry Center
Ellet Center
Potomac Center
Southern Center
Tallmadge Center

REPORTS TO: Volunteer & Community Activities Coordinator and Work Center Manager or Designee

QUALIFICATIONS

- 16 years of age or older and under 16 years of age with parent/guardian supervision
- Willing to volunteer minimum of 2 hours per day
- Enjoy interacting with adults with disabilities
- Ability to follow instructions and ask questions
- Focus of full attention on adults at all times
- Team player
- Respect for confidentiality

RESPONSIBILITIES

To be assigned by Work Center Manager or designee and may include:

- Assisting in work center activities such as crafts, games and reading
- Monitoring and helping the adults
- Assist during meal times
- Organizing work areas
- Clerical tasks

Revised: June 2010