



"Putting People First!"

VOLUNTEER POSITION DESCRIPTION

VOLUNTEER ASSIGNMENT: Adult Services Volunteer

DEPARTMENT: Adult Services

LOCATIONS:

Akron Center
Bath Center
Canal Place
Coventry Center and the Gift Gallery by Weaver Industries
Ellet Center and the Gift Gallery by Weaver Industries
Potomac Center
Southern Center
Tallmadge Center
Twinsburg Center and the Gift Gallery by Weaver Industries

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: January 2009

