Virginia Tech Adult Day Services

ACTIVITY LEADER

Volunteer Job Description

Qualifications: Minimum qualifications include enrollment in a college level degree program in a Human Services field

Position Summary: Assists the Activity Director and other ADS staff in planning and leading scheduled activities for ADS participants

Commitment Requirement: To maintain consistency throughout the semester for our participants, individuals commit to volunteering a minimum of 3 hours per week for at least 10 weeks of the semester. Service Learning Students are also required to participate in at least one of three ADS in-services over the course of the semester (provided there is no class conflict).

Experience/Knowledge:
- Knowledge of Alzheimer’s Disease and other dementias
- Experience planning and/or leading/co-leading activities a plus
- Knowledge of effective communication techniques

Primary Responsibilities:
- Complete the center orientation
- Learn operating procedures
- Shadow ADS director, RN, Activities Director, and 1 C.N.A for 1 hour each
- Seek out the Activities Director on a regular basis for feedback and ideas
- Develop professional rapport with participants and staff
- Complete a mid-semester reflection
- Help plan activities based on participant interest and ability levels
- Assist in facilitation of planned activities
- Ensure proper materials are gathered for activity session
- Maintain calculation hours worked in ADS volunteer log during each visit
- Complete a mid-semester reflection

Skills and Abilities:
- Ability to work well with others
- Work in collaboration with ADS employees and other volunteers/students
- Effective oral and written communication skills
- Must be able to speak the English language in an understandable manner
- Ability to work with persons of various ability levels
- Ability to tactfully deal with interruptions during group activities
• Ability to deal tactfully with personnel, participants, family members, visitors, and government agencies/personnel and the general public

Physical Requirements:
• Must be able to move intermittently throughout the day
• Must be able to cope with stress of working with persons who need care
• Must meet the general health requirements set forth by policies of this facility
• Must be able to relate to work with elderly who are ill and disabled and respond to emotionally upset hostile participants.

Working Conditions:
• Works in activity space as well as patio
• Moves intermittently throughout day
• Is subject to frequent interruptions

Volunteers maybe subject to the following situations although staff are responsible for responding and the occurrences are very rare
• Hostile and emotionally upset participants and caregivers
• Exposure to infectious waste, disease, conditions, etc. including TB, AIDS, and Hepatitis B viruses

Customer Service:
• Demonstrate an understanding that the primary focus must be with the ADS participants
• Provide quality customer service to participants, visitors, general public, media and fellow volunteers
• Respect participants by recognizing their presence and individuality, and not speaking over or around them
• Treat participants with dignity and respect
• Be courteous and patient when dealing with participants and caregivers
• Conduct self in professional manner
• Respect confidentiality and conduct conversations in appropriate locations