

## **Volunteer Job Description**

**Position:** Bingo Assistant

**Purpose:** To provide an enjoyable activity for residents

### **DUTIES AND RESPONSIBILITIES:**

1. Assist in setting up for bingo, including distributing cards
2. Collect bingo money where applicable
3. Call bingo numbers
4. Assist residents when playing numbers where appropriate
5. Call back bingo numbers
6. Tidy up after bingo, ensuring microphone is stored in appropriate cupboard
7. Return bingo box to receptionist

**TIME COMMITMENT:** 2 Hours every Tuesday, Thursday and Saturday

### **REQUIRED SKILLS AND QUALIFICATIONS:**

- General knowledge and understanding of the needs of the elderly
- Good interpersonal skills
- Reliable and committed to selected time

### **ORIENTATION AND TRAINING:**

A general orientation to the Home and job will be given by the Volunteer Coordinator or selected Staff/Volunteer prior to your first shift.

### **ACCOUNTABILITY/REPORTING:**

Responsible to the Volunteer Coordinator or Charge Nurse