



Volunteer Job Description

Position: Mass Assistant

Purpose: To assist Spiritual Care Coordinator in providing Holy Mass for residents and families at Villa Leonardo Gambin.

DUTIES AND RESPONSIBILITIES:

- 1. To assist Spiritual Leader in preparing all aspects of Holy Mass**
- 2. To porter residents from their room down to the Chapel at least 15 minutes prior to Mass starting.**
- 3. To assist Program Staff in ensuring resident safety during Mass.**
- 4. To porter residents up to their room, to the area of their choosing or to the next scheduled activity after the end of Mass.**

TIME COMMITMENT: 2 hours per week, on the day Mass is scheduled.

REQUIRED SKILLS AND QUALIFICATIONS:

- General knowledge and understanding of the needs of the elderly
- General understanding of how a Mass is run
- To be able to porter residents

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