



## **Volunteer Job Description**

**Position:** Special Events Assistant

**Purpose:** To assist staff with set up, execution and clean-up of Special Events at Villa Leonardo Gambin.

### **DUTIES AND RESPONSIBILITIES:**

- 1. Set up the area designated for the Special Event in a manner that is consistent with the appropriate theme.**
- 2. Assist staff in portering residents to the designated area.**
- 3. Responsible to ensure residents' needs are being met during the Special Event.**
- 4. To welcome residents, families, guests and entertainers in an appropriate and timely fashion.**
- 5. Be very enthusiastic during the Special Event.**
- 6. Assist staff to porter residents back to their rooms and in area clean-up.**

**TIME COMMITMENT:** 1-2 hours on the day of the event.

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

- General knowledge and understanding of the needs of the elderly
- Good interpersonal skills
- Ability to porter residents and meet their required needs (bringing them food, drink, etc)

### **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