

VOLUNTEER SERVICES POSITION DESCRIPTION

PROGRAM	Social Programs
VOLUNTEER POSITION	Social Outings Host/Hostess
Intent of Program	Supports seniors who may be isolated or face barriers to participate in community events, dining out, shopping, recreation, live theatre, musical performances and recreational activities.
Duties	<ul style="list-style-type: none"> • Assist the clients on and off the bus as needed. • Welcome and introduce new clients. • Collect payment/fees from the seniors when necessary. • To act as a liaison between SSS clients and community organization, as necessary. • Socialize and engage in conversation with clients. • Assist clients with their meal/beverage (e.g. cut food, help with condiments), when necessary/applicable. • Inform the Coordinator of Volunteer and Social Programs when a client is absent. • Assist the bus driver with walkers/wheelchairs and other tasks as required.
Qualifications	<ul style="list-style-type: none"> • Capable and willing to handle cash (maximum \$150). • Physically able to help clients on and off the bus. • Ability to understand and be understood in English. • Good Interpersonal Skills: friendly, outgoing, courteous, patient. • Ability to work independently. • Capacity to maintain confidentiality. • Able to communicate in a clear and effective manner. • Punctual and reliable.
Requirements	<ul style="list-style-type: none"> • Mandatory criminal record check • Provide reference checks
Commitment	<ul style="list-style-type: none"> • 1-4 shifts/month for approximately 3-5 hours; Days Vary • Minimum 6 month commitment
Training	<ul style="list-style-type: none"> • Volunteer Orientation • Program Training provided by volunteer (1-2 shifts) • Additional training as required
Benefits	<ul style="list-style-type: none"> • Free Coffee/Tea/M meal when applicable • Free Admission to Events • Annual Volunteer Appreciation Event
Reports To	<ul style="list-style-type: none"> • Coordinator Volunteer & Social Programs (604-520-6621) • Bus Driver