

The Bob Rumball Centre for the Deaf

VOLUNTEER POSITION DESCRIPTION

DEPARTMENT: DAY PROGRAM

SUPERVISOR:

- Manager - Bob Berry
- Facilitator – Margie Caird

JOB TITLES:

1. Day Program – Volunteer Assistant to the Day Program Counselors

OR

2. Day Program – One to One Volunteer

OBJECTIVE: The objective of the Day Program Volunteer is to assist staff members in helping to provide meaningful day-to-day experiences to enhance our clients' quality of life.

RESPONSIBILITIES:

- Assist with transporting or guiding clients in the building to and from the Day Program
- Prepare tea, coffee, juice etc. for the clients
- Assist staff members in preparing individual and/or group activities
- Encourage/motivate clients to participate in activities
- Assist clients during activities when and where necessary
- Report to staff members all relevant information relating to activities, behavior, or any situation deemed as important regarding any client whom the volunteer is participating with.

QUALIFICATIONS: (Criteria)

- Maturity (18 yrs. Of age minimum)
- A willingness to observe the Day Program before making a volunteer commitment
- An understanding of the importance of being Reliable and Punctual. It is important for the volunteer to arrive for their volunteer hours on the days and times that have been set up with their Supervisor. Lateness and/or cancellations impede greatly on the program and cause disappointment for our clients.
- An understanding of the importance of **CONFIDENTIALITY**
- A willingness to continue to develop your ASL skills
- A willingness to develop your knowledge of deafness, deaf culture

- and deafblindness by: asking staff members questions, reading appropriate material located in the staff office and participating fully in any training offered or required
- The ability to treat all clients, staff members and other volunteers with respect
 - The ability to show good judgment through your actions and choices
 - An understanding of how to respect the privacy of our clients
 - A positive, upbeat attitude
 - The ability to work with guidance and direction from staff members

DAYS & TIMES REQUIRED: The Day Program is open Monday to Friday 8:30 a.m. to 3:30p.m. The Facilitator of the Day Program together with the volunteer will determine a time frame of volunteer hours

MINIMUM COMMITMENT REQUIRED: Six months with two (2) weeks notification if leaving the program

BENEFITS:

- An opportunity to enhance your ASL skills
- An opportunity to develop an understanding of deafness, deaf culture, the aging process, and other medical conditions
- An opportunity to learn and/or develop new skills to work with deafblind individuals
- An opportunity to be a valuable part of a team
- An opportunity to use YOUR specific skills in working with our clients
- Time to practice new skills (ASL, 2 hand manual, braille, cues, sighted guide)

**ORIENTATION/
TRAINING PROVIDED:**

- Orientation of the building and the various programs throughout the centre
- Orientation of our Day Program including information on Confidentiality
- Orientation of the use of 'sighted guide' for our blind/deafblind clients
- Books, articles, and suggested reading material available on site of relevant information

ADDITIONAL INFORMATION:

The Day Program eagerly looks forward to our volunteers assisting with our activities. Please be respectful of our program with 'Dressing for Communication', which asks for your awareness of how it is often much easier for individuals to **see** communication when we wear **plain** coloured tops.