Chore Volunteer Position Description

Report to: Shelbi Benson, Volunteer Coordinator

Term: Flexible/Seasonal

Goals: To provide chore services to older adults living in the community.

Outcomes: Increased independence, accessibility, and safety of older adults living independently.

Expectations:

➢ Be available as scheduled
➢ Maintain contact with Volunteer Coordinator to arrange schedule
➢ Perform/assist with tasks that may include the following:
   • Shoveling of snow
   • Raking of leaves
   • Lawn mowing/trimming
   • Washing of walls, windows
   • Yard/garden seasonal prep
   • Clean & organize garage
   • Moving or rearranging of furniture
   • Painting interior or exterior (this is limited to small projects or touch up needs)
➢ Regularly complete and submit required tracking paperwork including timesheets, mileage tracker & reimbursement requests
➢ Attend training meetings as scheduled

Requirements & Qualifications:

➢ Successful enrollment as an Age Well Arrowhead volunteer
➢ Completion of volunteer training by coordinator
➢ Pass a background check as required by the agency
➢ Commitment to pay attention to detail & communicate effectively with client and Volunteer Coordinator both verbally and in writing if necessary
➢ Follow confidentiality guidelines

I have read the chore volunteer position description. By signing below, I commit to treating clients with dignity and respect while supporting their efforts to stay independent in their own homes.

Volunteer Signature: ___________________________________________ Date: ______________

Reviewed 5/15/2018