Household Services Volunteer Description

Report to: Shelbi Benson, Volunteer Coordinator
Term: Flexible/Seasonal
Goals: To provide homemaker 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:
   • Laundry
   • Light housekeeping; dusting, vacuuming, mopping, making beds, changing linens, cleaning bath & kitchen
   • Meal preparation and clean up
   • Home office assistance; opening and reading mail, assisting with form completion, other similar tasks as requested by client
➢ 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 help in the home 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