

Tiny Tiger Intergenerational Center

Volunteer Description

REPORTS TO: Administrator/Director

POSITION DESCRIPTION

Assists staff with care and programming for children and adult participants of the Tiny Tiger Intergenerational Center according to the program schedule, personalized care plans and participant's individual interests. Treats all children and adults with respect and dignity and provides a therapeutic environment that maintains each participant's highest level of physical, social-emotional and mental well-being while recognizing their individuality.

VOLUNTEER REQUIREMENTS

1. Must be at least 18 years of age or have parental permission to participate.
2. Ability to communicate effectively and deal courteously with participants, families/caregivers, staff, peers and the public.
3. Must be able to work cooperatively with associates at all levels and to represent the Tiny Tiger Intergenerational Center in a positive manner to the community.
4. Must have interest in and sensitivity to the needs of children and older adults and those who are cognitively impaired.
5. Must possess and maintain a good reputation for honesty, integrity and confidentiality.
6. Compliance with overall policies and procedures is expected.
7. Good personal hygiene.

KNOWLEDGE, SKILLS AND ABILITIES

Volunteers will be able to demonstrate skills and competence necessary to contribute to participant's physical, intellectual, personal, emotional, and social development.

Contributing factors toward attaining these standards include but are not limited to:

1. Emotional maturity when working with children and adults.
2. Cooperation with the purposes and services of the program.
3. Excellent human relations/interpersonal skills and quality customer service.
4. Respect for all children and adults.
5. Flexibility, understanding and patience.
6. Listening skills, availability and responsiveness to children and adults.
7. Sensitivity to socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities.
8. Use of positive discipline and guidance techniques.
9. Willingness to participate in activities leading to professional growth, related to specific needs of the children and adults.
10. Assist in facilitating daily participant programming, providing life enrichment and intergenerational activities according to the monthly programming schedule.
11. Assist with meal/snack preparation as needed, giving attention to participant diet needs. (under the supervision of staff).
12. Maintain confidentiality.
13. Perform other duties as desired with permission given by the Director.

VOLUNTEER DESCRIPTION REVIEW

I understand this volunteer description, its requirements and the intergenerational policies which have been explained to me.

I have noted below any accommodations that are required to enable me to perform my volunteer services. I have also noted below any job functions, which I am unable to perform, with or without reasonable accommodations.

Volunteer Signature

Date

Administrator/Director

Date

Copy To: Volunteer
 Volunteer File