

Position Title: Senior Center Helper/Activities Leader **FSL Program:** Wickenburg Senior Center

IMPORTANCE OF THE WORK TO THE ORGANIZATION: Excellence and quality are a vital part of the service we provide at FSL. The Senior Center Helper is important to making sure we offer excellent service by assisting the Center Administration to offer fun, engaging and interesting activities and programs for our guests.

STATEMENT OF WORK: Under the supervision of the Center Director, the Senior Center Helper rotates in leading guests through a variety of daily programs and activities like Bingo Caller, Activities Leader (we welcome your talent for arts & crafts, games, exercise options, parties, celebrations, dancing, music, etc.), Home Delivered Meals (HDM) Driver, HDM Aide, and Kitchen Aide. The Center operates Monday-Friday between 8am and 5pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead or assist in one or more of the following:
 - Bingo: set-up for activity; check in players; call Bingo; assist players; clean-up after activity
 - Activities Leader: set-up for the activity; lead the activity; assist guests throughout the activity; clean-up after activity
 - Kitchen Aide: assist with kitchen duties (prep food; serve food; make coffee; set-up for serving; clean-up in kitchen and center)
 - Home Delivered Meals Driver: assist with packing meals for delivery; follow delivery route; deliver meals to clients; document deliveries; unpack and clean-up delivery vehicle at end of route; report to HDM Coordinator
 - Home Delivered Meals Aide: *(what do they do?)*

QUALIFICATIONS (including knowledge, skills, abilities, work experience, & education):

Minimum Required:

- Excellent people-skills
- Compassion and empathy
- Good communication skills
- Good reading and writing skills
- Able to attend between Monday and Friday between 8:00 am and 4:00 pm

Preferred:

- Bilingual in Spanish & English
- Food service experience
- Musical, artistic, dance, exercise or other activities skills or experience

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands described here represent those required by a volunteer successfully performing the essential functions of this position.

- Position works in a climate-controlled, well-lit activities center environment; the noise level in the work environment is usually lively.
- While performing the duties of this position, the volunteer is expected to: talk and hear moderately well; use hands to feel and manipulate objects, tools/equipment or supplies;

stand and walk around for periods of time; occasionally required to stoop, kneel or crouch; lift and/or move up to 25 pounds. Vision required includes close vision, distance vision, and ability to adjust focus.

- Must be able to travel to the Center without staff assistance to accomplish requirements of the position.

SPECIAL or DEPARTMENTAL REQUIREMENTS:

- ☒ Minimum age: 18
- ☒ Valid Arizona driver's license or state issued ID
- ☒ Clear Background Check ☒ Negative Drug Screen ☒ Negative TB Screen
- ☒ DCS Central Registry ☒ DES Criminal History Affidavit
- ☐ Current, or be able to obtain, a Level One Fingerprint Clearance Card through AZ DPS
- ☒ Additional Specialized Training: Food Handler's Card for those helping with kitchen duties

TRAINING PROVIDED:

- Orientation
- HIPAA and Corporate Compliance Training
- Program specific policies & procedures
- Instructions from _____
- Web-based modules
- Identifying signs of abuse/neglect
- Shadow other staff

EVALUATION:

- ☒ At end of training for fit
- ☒ At end of Commitment

LENGTH OF COMMITMENT: ☐ 3 months ☐ 6 months ☐ 9 months ☒ 12 months

☐ Other:

SCHEDULED DAYS: between Monday and Friday

HOURS: between 8:00 am and 4:00 pm

ASSIGNED STAFF SUPERVISOR:

SECONDARY STAFF SUPERVISOR:

COMMENTS:

This volunteer is a valuable member of the FSL Wickenburg Senior Center team and appreciated for his/her willingness to assist with these essential duties.

This volunteer job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. While it is intended to be an accurate reflection of the position, management reserves the right to revise or to require that other, or different, tasks be performed when circumstances change (e.g., emergencies, changes in staff, workload, rush jobs, technology changes, etc.).

In addition, this volunteer position description is not an intended contract of employment between the volunteer and the FSL, nor shall it be a promise to provide specific terms or conditions of employment.

Your signature below indicates that you:

- have read and understand this position description (or had someone read it to you),
- understand the requirements of the job as stated and, can perform these duties **(check one)**:
 - ☐ **with accommodation** ☐ **without accommodations**, and
- are willing to perform the job responsibilities and requirements as stated.

Volunteer's Printed Name

Supervisor's Printed Name

Volunteer's Signature
(Indicates acceptance and understanding)

Supervisor's Signature

Date

Date