



Winnipeg Regional
Health Authority

Office régional de la
santé de Winnipeg

Volunteer Activity Description

Community Development & Support Services to Seniors Special Event Assistant

Program: Community Development
and Support Services to
Seniors

Location: 490 Hargrave & 155 Carlton

Supervisor: Madeline Kohut

Phone: 940-2645 **FAX:** 957-0884

Purpose: To provide assistance to the Community Development and Support Services to Seniors program area for special events and projects.

Responsibilities:

➤ **May include:**

- Working with files
- Assembling information packages
- Computer work including word processing, spreadsheets and/or Internet.
- Information gathering
- Act as an ambassador at Support Services to Seniors workshops and special events by greeting people and assisting with registration.

Necessary Qualifications and/or Skills

- Physically able to perform tasks
- Ability to follow directions and attention to details
- Ability to understand, give direction and express oneself in English in a clear, concise manner
- Organizational skills
- Conscientious
- Computer skills (Word, Excel)
- Ability and comfortable with approaching people in a friendly, supportive manner
- Sensitive to diverse cultures and socio economic backgrounds
- Neat and clean in appearance
- Must respect the confidentiality policies of the WRHA.

Benefits

An opportunity to:

- Learn new skills
- Explore careers
- Gain experience in an health services environment
- Provide service to others
- Make a personal contribution to the improvement of health care

Length of Commitment: 6 months minimum commitment.

Shifts: Dependant on events that are taking place, may be required for one or two shifts per week. Monday to Friday, Mornings, Afternoons, Evenings

Scheduling Standards 1 volunteer required

Supervision Madeline Kohut, Community Development and Support Services to Seniors Specialist.

Orientation/Training Volunteer Services staff and/or designate will provide general WHRA and Volunteer Services orientation. Placement supervisor will provide all necessary training required by this volunteer activity including specific examples of confidentiality practices.

Risk Level/Screening Standards Level 3 (Limited Risk). In-person interview and reference checks required.

Activity Description Approved by:

Community Area/Program Director

Date

Manager, WRHA Volunteer Services

Date

Placement agreement

I agree to be responsible for providing the volunteer(s) with appropriate training and supervision in a respectful environment. I will communicate any changes to this placement in a timely way to Volunteer Services.

Placement Supervisor

Date

Volunteer Agreement

I agree/commit to perform my duties, as provided in the volunteer activity description, to the best of my ability. I understand that it is important not to go beyond the responsibilities, outlines in the volunteer activity description, and I will confine my volunteer activities as so defined by Volunteer Services of the Winnipeg Regional Health Authority (WRHA).

Volunteer Signature

Date