



**VOLUNTEER POSITION DESCRIPTION**

**POSITION TITLE:** Activity Assistant  
**DEPARTMENT:** Adult Day Center  
**REPORTS TO:** Lead Recreation Specialist or Designee

**PROGRAM DESCRIPTION:** Catholic Charities' Adult Day Center is certified by the state, and strives to help people remain as independent and living in the community as long as possible. We provide quality care in a safe and supportive setting, where members can actively enjoy the day. The centers offer a unique continuum of care, easing transitions as individual needs change. The Day Center offers two programs at one location: **Connections** is a program designed for adults who have medical conditions, physical disabilities, cognitive concerns or difficulties functioning at home. We develop personalized care plans to tailor services and activities to individual needs, interests and abilities. Highly trained staff promote independence and peer relationships, provide social activity opportunities, health monitoring and maintenance services, and nutritional snacks and meals. **The Gathering Place** is Dane County's only day center exclusively for adults with Alzheimer's or other memory loss conditions. This program offers all of the high quality care of the Connections program, with the added benefit of programming designed to maintain and encourage cognitive skills for as long as possible.

**PRIMARY DUTIES MAY INCLUDE:**

1. Escort members to and from activity areas.
2. Engage isolated members in one-on-one interactions and individual activities when appropriate.
3. Socialize with members, initiating and maintaining conversation.
4. Assist with day-to-day operation of the Adult Day Center including greeting members, serving meals, socializing, and encouraging group participation.
5. Assist in the planning and/or facilitation of small and large group activities as comfortable.
6. Inform staff if a member needs physical assistance.
7. Participate as a member of the Day Center team, which requires flexibility and planning to meet member needs.

**POSITION QUALIFICATIONS:**

1. Ability, interest and commitment to providing excellent customer service to members, including but not limited to such populations as: Frail Elderly, Physically Disabled, Chronically Mentally Ill, and Developmentally Disabled.
2. Ability to follow directions required.
3. Ability to communicate professionally.
4. Ability to work collaboratively in a team environment required.
5. Physical ability for walking, standing, bending, lifting of 5-10 pounds.
6. Ability to present a positive self and organizational image to outside parties required.

**POSITION REQUIREMENTS:**

1. Attend orientation and training sessions.
2. Treat people with respect and compassion, showing an understanding of the challenges our members face.
3. Familiarize yourself with day center members (names, interests, preferences, etc.).
4. Promote member independence.
5. Participate in forwarding the mission and goals of Catholic Charities.
6. Abide by all policies, procedures and Department Guidelines of Catholic Charities and the Adult Day Center Program.

7. Understand volunteer duties/limitations. Volunteers are not permitted to transfer, lift or take any members to the bathroom at any time.
8. Participate in and take responsibility for own learning, seeking feedback on performance.
9. Attend all required in-service training and meet all required health screening obligations.
10. Maintain member confidentiality at all times.
11. Contact staff if you are unable to attend your scheduled volunteer session.

**POSITION BENEFITS:**

1. Have a fun, positive experience.
2. Learn new things and gain valuable work experience.
3. Gain professional contacts and potential references for future employment opportunities.
4. Make a difference in the lives of others.
5. Meet new and interesting people, forming lasting relationships.
6. Be an active contributing member of your community.
7. Obtain documented volunteer hours for service requirements (for clubs, schools, etc).
8. Volunteer recognition opportunities.

*Position descriptions are not intended to be and should not be construed to be a complete list of all the duties and responsibilities performed by incumbents. Further, they do not represent a complete list of all the performance expectations or the characteristics of individuals required to perform the job adequately. Duties, responsibilities and expectations may be added, deleted, or modified at any time at the discretion of Catholic Charities Adult Day Center management.*

I have read and understand that the statements above are a description of the functions assigned in my volunteer position. I agree to abide by the volunteer job description.

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Volunteer Signature and Date