



Social Event Assistant - Volunteer Position Description

The Bellwoods volunteer will perform a variety of tasks to support the overall well-being of the clients that reside at Bellwoods. This position is essential in supporting the overall quality of life of clients and building a culture of inclusion and independence.

Volunteer Position

SOCIAL EVENT ASSISTANT

Reports to

Client Engagement & Volunteer Coordinator

Purpose

- Provide support in the organization and delivery of a social event (e.g. game nights, seasonal gatherings)
- Lead meaningful and engaging programming
- Provide individual interaction and support to clients

Tasks and Responsibilities

- Assist with room set up and clean up
- Establish relationships with clients
- Assist in group facilitation
- Assist in providing light refreshments

Time Commitment

- Event-based; volunteers will be contacted as events are scheduled (minimum 2-week notice will be provided)
- 2 – 4 hours
- *schedule may vary/change upon client feedback and program requirements

Requirements

- Good communication and interpersonal skills
- Able to assist with light physical tasks (e.g. moving chairs, decorating)
- Dependable, punctual, and able to follow direction or be self-directed when necessary
- Comfortable leading small group activities or assisting a lead

Training

- Complete initial orientation and policy sign-off
- Tour of the site & Introduction to team members and clients
- Training on specified equipment, as required
- Ongoing training, as required

Supervision

- Volunteer uses Volunteer Hours Log for every shift
- Report any concern and share feedback on ongoing basis to supervisor
- Client Engagement & Volunteer Coordinator establishes regular contact with volunteer and communicates any change in schedule with notice
- Volunteer has opportunity to provide feedback on regular basis as well as via volunteer satisfaction survey and annual performance discussion

Benefits

- Build social network
- Gain knowledge and skills
- Build interpersonal relationships
- Contribute to individuals' quality of life