



Volunteer Policy and Procedure Manual Job Descriptions

JOB DESCRIPTION – Craft Group Volunteer

Title: Craft Group Volunteer

Major Objective: To interact with other seniors and make crafts (the sale of which helps to raise funds for TransCare Community Support Services).

Requirements & Desirable Characteristics:

- Reliable and trustworthy; punctual; warm and caring; cheerful, patient and friendly; interested in working with older adults/seniors and selling crafts.

Responsibilities:

- Attend craft group sessions every Monday morning.
- Work on crafts (knitting, crocheting, sewing etc.) in the group.
- Assist with pricing of items as required.
- Assist with craft sales at various shopping malls, community centers, hospitals etc.
- Sign a pledge of confidentiality.
- Inform the Coordinator as soon as possible, if unable to volunteer on an assigned date.

Supervisor: The Manager of Special Programs and Services and/or Craft Group Coordinator

Orientation/Training:

- Initial orientation to agency and program.
- On-the-job training by experienced staff and volunteer.
- Coordinator provides on-going support and is available to answer questions and explain policies.

Time Commitment: Mondays, weekly from September to June - Approximately 9:30a.m. to 12:00p.m. at TransCare head office, 1045 McNicoll Ave.

Preferred Commitment: Approximately once a week for at least six months (flexible).

Satisfactions:

Providing a vital service to the community; helping seniors attend and enjoy the program and alleviate some of their isolation; personal satisfaction from helping and socializing with seniors and disabled adults; enrichment and new knowledge through training opportunities.