

First Circle Friends - Volunteer Job Descriptions

Title: First Circle Friends Lead Volunteer

Objective: Provide the leadership and supervision during the First Circle Friends group respite day program and contribute to the friendly, warm and safe environment of this program.

Qualifications: Organized person able to lead, delegate and work one-to-one with volunteers, participants, caregivers and the First Circle Friends Coordinator. Patience and flexibility are important qualities.

Training: Attend one four-hour Volunteer training session, one four-hour Lead Volunteer training session and quarterly four-hour continuing education and planning sessions.

Staff Supervisor: First Circle Friends coordinator in partnership with a congregational staff person.

Responsibilities include:

- Be open to learn about memory loss and caregiver support.
- Share activity ideas at First Circle Friends.
- Plan and implement activities for First Circle Friends, getting volunteer input as able.
- Volunteer at least one time a month at First Circle Friends and be able to make a year commitment.
- Observe confidentiality at all times.
- Set up the room before each session of First Circle Friends.
- Order or arrange lunches as planned.
- Contact and remind volunteers of assignment and caregivers of upcoming respite and plan for the day.
- Review at the end of the day with volunteers the joys and concerns of the day. Volunteers can write on Daily Information Sheet (DIS) about their participant.
- Complete DIS (with input from volunteers) after each First Circle Friends. Send copy to First Circle Friends coordinator within two days.
- Assist with ordering supplies for activities within the church budget of the program.
- Maintain regular contact with First Circle Friends coordinator including communication related to joys and concerns of program.
- Inform First Circle Friends coordinator of changes of health or behavior of participants.
- Follow program policies and procedures to keep site in “best practices” mode.
- Assist with recruiting efforts for volunteers and participants.
- Get to know and screen new volunteers based on training materials.

Title: First Circle Friends **Volunteer**

Objective: In a group setting, provide friendship, social stimulation, dignity and support to First Circle

Friends participants with memory loss while giving their caregivers respite time.

Qualifications: Patient and flexible with desire to learn memory care.

Training: Attend one four-hour volunteer training session and quarterly four-hour continuing education sessions.

Staff Supervisor: First Circle Friends lead volunteer and First Circle Friends coordinator.

Responsibilities include:

- Complete orientation and continuing education offered through local social ministry organization.
- Be open to learn about memory loss and caregiver needs and support.
- Share activity ideas at First Circle Friends. Activities focus on cognitive and social stimulation.
- Assist and lead as needed with planned activities.
- Volunteer at least one time a month at First Circle Friends and be able to make a year commitment.
- Observe confidentiality at all times.
- Express any concerns to lead volunteer or First Circle Friends coordinator.
- Assist with recruiting efforts for volunteers and participants.
- Keep agreed upon schedule. If unable to attend when scheduled, contact lead volunteer ASAP. If possible, find a substitute. There should be one volunteer to every participant. There must be one volunteer to every two participants. One-to-one is part of what makes First Circle Friends so special and unique.
- A volunteer agrees not to provide medical care or give medication or assist with daily cares such as dressing, grooming or toileting. If any of this is required, call First Circle Friends coordinator.

Title: First Circle Friends **Program Assistants:** Kitchen Crew, Coffee Maker, Food Preparer, Set Up Person, Clean Up Person, Activity Volunteer, Craft/Small Motor Tasks Preparer

Program Assistants will not be given a one-to-one assignment with a participant and will not be alone with a participant, i.e. restroom break, etc.

Objective: Assist First Circle Friends group respite with program logistics without giving one-to-one care. Assistance can be provided on-site or off-site for the First Circle Friends group program as appropriate. Tasks may be grouped together and done by one individual or divided among several individuals or groups of individuals.

Qualifications: Desire to help with First Circle Friends. Skill or aptitude in one or more of the following:

- Kitchen food preparation/set up/serving
- Set up and/or clean up First Circle Friends room
- Prepare and/or lead creative activities with groups of participants

Training: No training needed. All program assistants must sign data privacy form.

Staff Supervisor: First Circle Friends lead volunteer and First Circle Friends coordinator.

Responsibilities could include:

Activity Leader and/or Craft/Small Motor Tasks Preparer:

- Work with lead volunteer in planning activities three or more months in advance. Assistant may be a general activities planner rather than one who presents specific activities or prepares materials.
- Provide materials and direction for specific activities based on the program assistant's expertise and hobbies. Activities may be done at one daily session or more often if interest in the activity warrants it. (Directions for doing activities with persons with memory loss are included in the training materials.) Examples of possible activity leaders: an exercise expert, an artist leading an art class, a historical presentation (good for reminiscing), a patriotic presentation or music. Craft preparers will work with activity leaders as appropriate to prepare materials for the activity leader to use in the group sessions.

Kitchen Crew, Coffee Maker, Food Preparer, Set Up Person, Clean Up Person:

- Set up and serve coffee and a morning snack and/or set up and serve lunch.
 - Provide baked goods for the morning snack or prepare foods for lunch.
 - Organize and serve an ordered in lunch.
 - Arrange the room set up for the day.
- (Congregational staff may prefer furniture set up be done by church paid staff, so contact the appropriate staff prior to set up.) All volunteers assist with set up if a set up crew is not designated.
- Clean up the room following the end of the program. All volunteers assist with clean up if a clean up crew is not designated.