

Metro Atlanta RSVP

Program Delivery and Senior Center Support Volunteer Position Description

Description

Support operations at local senior centers by helping with activities such as general office support, helping with set up and implementation of scheduled health and educational activities and delivering scheduled senior center programs.

Responsibilities

- Travel to agreed upon location to provide identified service
- Handle general administrative tasks connected to volunteer activity and reporting volunteer hours and outreach
- Maintain strict confidentiality standards

Qualifications

- Good communication skills
- Comfort level and proficiency in communicating with senior adults
- Ability to relate well to diverse populations
- Ability to work with limited supervision
- Must pass background check and sign confidentiality agreement

Training

Orientation to services provided by station. Additional training sessions will also be held to update volunteers on new information and provide networking opportunities as needed.

Time Commitment

A minimum of (4 hours) a month is preferred. Days and hours are flexible during regular business hours to fit the schedule of the volunteer.

Location/Reports to

Assigned RSVP Station

I understand the effectiveness and credibility of this program depends, in part, on the way I carry out the responsibilities detailed above. I will do my utmost to carry out these responsibilities and remain current on all issues related to this volunteer position.

Signed: _____ Date: _____

