



SCARBOROUGH  
CENTRE FOR  
HEALTHY  
COMMUNITIES

**Volunteer Position Description**  
**Adult Day Program Assistant**

**PURPOSE:** To assist the staff in running the program smoothly by helping to organize various activities to keep clients occupied throughout the day. The Adult Day Program is meant for socially isolated seniors with Alzheimer's and other forms of dementia.

**REPORTS TO:** Coordinator of Adult Day Centre at 416-847-4131.

**DESIRABLE CHARACTERISTICS:** Reliable, trustworthy, creative, flexible, patient, punctual, warm and caring with good problem solving, interpersonal & client focused skills. Team player!

**QUALIFICATIONS:**

- Ability and willingness to work in a team environment.
- Strong interpersonal and communication skills.
- Sensitivity and awareness of cultural, racial, economic and socially diverse communities.
- Proficiency in use of computers will be an asset.
- Knowledge of a second language will be an asset.
- A clear Police Reference Check on file.

**RESPONSIBILITIES:**

- Assist staff with the set-up of the program area for morning activities.
- Welcome clients and assist them with hanging coats and seating for the program.
- Assist with light breakfast.
- Assist with the programs and monitor clients as directed by staff, help as needed.
- Set up tables for lunch.
- Assist clients when moving between programs.
- Offer support to staff and clients during mealtimes.
- Help with clean-up after lunch.
- Set-up the rooms for the afternoon program.
- Assist the clients with preparation to leave the program.
- Assist with clean-up, storage of program materials, and prepare for the next day.
- Assist with other office and administrative duties as requested.



**TIME AND PLACE:**

- The shift timings will be from 9am to 1pm, and/or 11am to 2pm and/or 12noon to 4pm.
- Located at 629 Markham Rd. at Lawrence.

**ORIENTATION & TRAINING:**

Mandatory on-line SCHC Volunteer Training provided by Coordinator of Volunteer Engagement. The Manager and/or Coordinator and/or an experienced volunteer will orient you to the adult day program in your first few shifts. Attend in-service education sessions when available.

**COMMITMENT:** Six months.

**BENEFITS:**

- Satisfaction of providing personal contact on a regular basis to seniors.
- Learning from the experiences of seniors, by sharing stories.
- Gaining valuable experience for future prospects.
- Giving back to the community.