



Volunteer Position Description
Active Living Centre Congregate Dining Program

PURPOSE: To encourage participating seniors attending to practice eating nutritious meals, stimulate mental and physical health, reduce isolation and increase socializing with their peers. Also to increase knowledge in seniors health and wellness in general.

REQUIREMENTS: Has taken SCHC required Volunteer training and orientation. First Aid Level C with CPR and AED training certificate (preferred, not required). Prefer Safe Food Handling Certificate but not required.

REPORTS TO: Active Living Centre Coordinator. Tel.: 416-847-4135 and 416-847-4136

DESIRABLE CHARACTERISTICS: Reliable, trustworthy, patient, punctual, warm and caring, takes initiative, with good problem solving skills. Knowledge of a second language is an asset.

PROGRAM DETAILS:

- Help with preparation of food, snacks, tea and coffee as required for programs
- Assist with program set up, which varies with program, and clean up after program ends
- Greet clients as they arrive, assist with food service

SPECIFIC PROGRAM DETAILS - TIMES AND PLACES:

Lunch & BINGO

- The shift will be every Tuesday from 11:30 am to 3:30 pm.
- Program is located at 629 Markham Rd. (at Lawrence Ave. East)
- Clients usually bring their own lunches *but a few lunches get ordered in.*
- Help to prepare coffee, tea and snacks, assist with serving.
- May be utilized as BINGO “caller” if required.
- On the last Tuesday of the month, lunch is ordered in or clients go to nearby restaurants.

Lunch & Learns

- The shift will be alternate on the last Tuesdays and Wednesdays of each month
Tuesdays = February/April/June/August/October/December
- Program is located at 4205 Lawrence Ave. East
Wednesdays = January/March/May/July/September/November
- Program is located at 4175 Lawrence Ave. East
- From 9 am to 2 pm.
- Help to prepare complete lunch food, assist with serving



Special Holiday Congregated Lunches

- This program will be scheduled by the program Coordinator and will vary depending on the holiday (Christmas, Valentine's Day, etc.)
- The shift will be approx. from 9 am to 4 pm. but this timing will vary
- Program location will vary, depending on availability and the holiday

ORIENTATION & TRAINING:

The Manager and/or an experienced volunteer will orient you to the program. You may be shadowing an experienced volunteer on the first day of your shift. Attend in-service education sessions when available.

COMMITMENT: We ask volunteers to commit to Six months.

BENEFITS:

- Satisfaction of providing personal contact on a regular basis to isolated seniors individuals.
- It contributes to our clients living independently in their own homes longer.
- Giving back to the community.
- Learning from the wealth of experience seniors have.

Sept. 2018