



Dreamz Work Volunteer Program
1600 SkyPark Dr #205
POB 4592
Medford, Oregon 97501
541-944-8202

Volunteer Position Description

Position Title: Activity Volunteer

Location: Varied Community Locations

Advisor/supervisor: Activities Staff

Requested Time Commitment: 6 hours per month minimum commitment

Purpose of Position: To provide support to individuals with special needs at various community locations, planned activity program.

Benefits of the Position: Training opportunities with reference availability on resume. A fun experience working with individuals who have special needs.

Major Responsibilities:

- Encourage and assist in the participation, safety and supervision of individuals with special needs in Activities Program. Stay in close proximity to the participant to whom you are assigned.
- Assist with all activities that have been planned for the day.
- Report any accidents, signs of illness, safety concerns or fatigue to Supervisor.
- Take appropriate steps in emergency and/or life threatening situations as requested by family and/or Activities Staff.
- Assist in set-up and clean-up of the facilities (i.e. set tables, pick-up games or craft items, and other duties), as requested.
- Abide by the policies and procedures of the Activities Program, including confidentiality.
- Commitment to the various programs to be on time, follow sign in and sign out procedures, as well as to honor agreed upon time commitments for participation.
- Complete program orientation and trainings.
- Complete an annual evaluation of volunteer participation.



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Skills needed:

- A desire to assist adults with special needs which may include but not limited to: health concerns, physical and developmental disabilities, mental illness, emotional and/or behavioral disorders
- Have the ability to work independently with minimum supervision
- Must be able to understand and follow written and/or oral directions and communications
- The ability to communicate effectively on the phone and/or in person
- Must be able to pass criminal background and/or submit reference checks
- Must be a self-starter
- Have the ability to respond appropriately to emergency situations
- Meet training and orientation requirements

Applicant Signature

Date

Activities Coordinator

Date

Parent's Signature, if applicable

Date