



Chore Volunteer Position Description

Report to: Shelbi Benson, Volunteer Coordinator

Term: Flexible/Seasonal

Goals: To provide chore services to older adults living in the community.

Outcomes: Increased independence, accessibility, and safety of older adults living independently.

Expectations:

- Be available as scheduled
- Maintain contact with Volunteer Coordinator to arrange schedule
- Perform/assist with tasks that may include the following:
 - Shoveling of snow
 - Raking of leaves
 - Lawn mowing/trimming
 - Washing of walls, windows
 - Yard/garden seasonal prep
 - Clean & organize garage
 - Moving or rearranging of furniture
 - Painting interior or exterior (this is limited to small projects or touch up needs)
- Regularly complete and submit required tracking paperwork including timesheets, mileage tracker & reimbursement requests
- Attend training meetings as scheduled

Requirements & Qualifications:

- Successful enrollment as an Age Well Arrowhead volunteer
- Completion of volunteer training by coordinator
- Pass a background check as required by the agency
- Commitment to pay attention to detail & communicate effectively with client and Volunteer Coordinator both verbally and in writing if necessary
- Follow confidentiality guidelines

I have read the chore volunteer position description. By signing below, I commit to treating clients with dignity and respect while supporting their efforts to stay independent in their own homes.

Volunteer Signature: _____ **Date:** _____