



Household Services Volunteer Description

Report to: Shelbi Benson, Volunteer Coordinator

Term: Flexible/Seasonal

Goals: To provide homemaker 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:
 - Laundry
 - Light housekeeping; dusting, vacuuming, mopping, making beds, changing linens, cleaning bath & kitchen
 - Meal preparation and clean up
 - Home office assistance; opening and reading mail, assisting with form completion, other similar tasks as requested by client
- 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 help in the home 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:** _____