



KRISTUS DÂRZIS

LATVIAN HOME

VOLUNTEER JOB DESCRIPTIONS

Birthday Party Volunteer

Before reporting for duty you should:

- Sign in the Volunteer Book located outside the Program & Support Services Office
- Wash your hands *
- Pin on volunteer tag (if you forget yours, get a replacement from the Program & Support Services Manager)
- Report for duty to the Program & Support Services Manager or designated person

*Know and use accepted methods of food handling

Specific Duties:

1. Assist with event preparation: ie; announcements, decorations, gift wrapping, flower arranging, birthday cake set-up, etc
2. Help Residents who need assistance to get to the event
3. Work with the Birthday Party Volunteer Leader to participate in the event
4. Help with clean-up if requested

Note: this can be a revolving position due to the number of Latvian religious congregations' Ladies Auxiliaries (Dâmu Komitejas) who like to be involved in these events

Requirements:

- Monthly or as needed for special celebrations, ie; 100 th birthday celebrations, wedding anniversaries

Qualifications:

- An interest in working and socializing with the Residents
- Ability to work well with others
- Have medium strength to push wheelchairs