



KRISTUS DÂRZS

LATVIAN HOME

VOLUNTEER JOB DESCRIPTIONS

Birthday Party Coordinator

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. Obtains list of names of residents with a birthday for each month from Program & Support Services Manager
2. Liaisons with appropriate departments for room allocation, dietary needs and entertainment resources
3. Contacts volunteers to assist at party; assigns specific responsibilities during the party
4. Acts as hostess at party – as M.C. introduces guests, entertainers

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; 100th birthday celebrations, wedding anniversaries

Qualifications:

- Leadership skills
- Ability to work well with others
- Enjoy socializing with the Residents