



VOLUNTEER OPPORTUNITY

07/9/13

Title: ART PROGRAM ASSISTANT - Full time

Program Assistants assist the organization to ensure that every elderly friend has a relationship with a compassionate person. Main responsibility will be to create and develop art activities for family visiting, homebound elders, intergenerational programs and the creative cafe. They also will be responsible for reaching out to the elders in friendship and celebration of life. This is a unique experience to discover the real needs of older adults.

Supervisor: Director of Volunteer Services

Specific Job Skills required

- Creativity. Art background.
- Write reports on progress of the art project.
- Effective communication. Able to listen attentively and initiate conversation.
- Sensitive to the needs of lonely and isolated elderly.
- Able to work independently.

Major Duties and Responsibilities

- Facilitate the development of a variety of art projects, based on elder input.
- Create art activities for family visiting, homebound visits, intergenerational program, and creative café.
- Develop a manual with the new art ideas so that they can be implemented and passed on.
- Develop a binder with the list of materials needed for each activity.
- Establish meaningful relationships with 12-15 elders.
- Engage elders in outings, luncheons and other social opportunities.
- May assist with small errands (i.e. light shopping, transportation etc.)
- Plan creative social opportunities such as going for a walk, seeing a movie, playing cards, baking together and sharing stories. Be accountable for your time, work and performance.
- Assess the elders' needs and refer findings to the Program Coordinator.
- Work one of two major holidays (Thanksgiving, Christmas) and the Saturday spring holiday for the Fête d'Armand Marquiset celebrations.
- Participate in staff meetings, PA meetings, retreats and evaluations.
- Perform other duties of a temporary nature as need arises.
- Drive, assess and participate in the maintenance of the LBFE vehicles as needed.

Time Commitment

- Full time - 40 hours/week. One year commitment.

Benefits

- Up to a \$625.00 stipend per month for food and personal expenses.
- Medical and Dental insurance. Mileage reimbursement provided if using own vehicle.
- Excellent training and experience in the field of aging while working in a responsible position with the guidance of staff.
- Opportunities to meet and work with a diverse group of committed volunteers, staff and elderly.

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