



INTERNSHIP, WORK STUDY AND/OR VOLUNTEER OPPORTUNITY

Title: PROGRAM ASSISTANT

Program Assistants assist the organization to ensure that every elderly friend has a relationship with a compassionate person. They are responsible for reaching out to the elders in friendship and celebration of life. Additionally, Program Assistants have the opportunity to develop and maintain productive, satisfying relationships with other volunteers. This is a unique experience to discover the real needs of older adults.

Specific Job Skills required

- Effective communication. Able to listen attentively and initiate conversation.
- Sensitive to the needs of lonely and isolated elderly.
- Able to work independently.
- Reliable in completion of all elder commitments.
- Bilingual (Spanish/English) is a plus.

Supervisor: Director of Volunteer Services

Major Duties and Responsibilities

- Establish meaningful relationships 35 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.
- Work with staff to plan and execute celebrations of life that bring the elderly out of their isolation into contact with other volunteers in festive social activities.
- Assess the elders' needs and act as an advocate with other organizations on their behalf.
- Work two of three major holidays (Thanksgiving, Christmas, Easter).
- Participate in program meetings, retreats and evaluations.
- Take charge of a special project outside of visiting.
- Perform other duties of a temporary nature as need arises.
- Drive, assess and report problems with LB's vehicles as needed.
- Participate one to three weeks at the vacation house during the summer.
- Assist with the Saturday Summer Turnaround Program.

Time Commitment

Full time - 40 hours a week (may include weekends). One year commitment.

Benefits

- Possibility of lodging provided.
- \$625.00 stipend per month for food and personal expenses.
- Medical and Dental insurance. Mileage reimbursement or transportation provided for work purposes.
- 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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