

North Canterbury and Christchurch Day Programme

Role Description – Day Programme Assistant

Purpose of the Role:

Is to enhance and extend the role of The Day Programme Co –ordinators by supporting a programme for older people to socialize with their peers.

Outcomes for Day Programme Assistant:

1. Meet the desire to help others and enhance their own skills in communication with others.
2. Volunteer satisfaction as the Volunteers has the opportunity to use their own skills abilities and talents with the clients.
3. Companionship and friendship and being part of a supportive team Volunteers who work together to deliver a varied and interesting programme.

The Volunteer will have the following skills & abilities:

1. An interest and empathy with older people.
2. An ability to relate to and have the patience to understand to older people and their individual needs.
3. The ability to support the clients with activities that provide intellectual stimulation, exercises and fun activities.
4. Good communication skills and the ability to make conversation.
5. A pleasant, respectful and caring manner.

Commitment and location:

1. The ability to commit to volunteering twice a month for the day.

Key Tasks will include:

1. Assist with setting up the tables and chairs and activities for the day's programme.
2. Meet and greet the clients and assist them off the van
3. Serve the morning tea and do the dishes.
4. Assist with running the morning programme of activities.
5. Assist with serving the lunch and doing the dishes.
6. Help with the afternoon activities.
7. Farewell the clients after the afternoon tea and assist the clients on the van.

Extra things you will receive:

1. On the job training from the Day Programme Co –ordinator.
2. Lunch, morning and afternoon tea.
3. A New Volunteer pack and Volunteer training.
4. You will be offered several times a year relevant workshops and seminars to your work.
5. A mid winter get together and an end of year celebration.
6. A certificate of service once a year.

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