

North Canterbury Totara Club Programme

Role Description – Mini Bus Van Assistant

Purpose of the Role:

Is to assist the Van Driver with the transportation of clients to and from the Totara Club.

Outcomes for a Mini Van Driver:

1. Knowing that you as the Van Assistant have made a difference in someone's life by supporting them to and from the Totara Club.
2. Building relationships through the interactions you have with the clients.
3. Companionship and friendship and being part of a supportive team of Van Assistants who work together.

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. An ability to commit to assisting once a fortnight both in the morning and afternoon.
4. A pleasant, respectful and warm manner.

Commitment and location:

1. The ability to commit to assisting twice a month in the morning and afternoon.
Morning run – 8:30am – 10:00am
Afternoon run – 2:45pm – 4:00pm

Key Tasks will include:

In the Morning:

1. Arrive at The Totara Club at 8:30am and meet the Van Driver.
2. Discuss the list and the order that the clients are to be picked up.
3. Go to the parking bay with the Driver.
4. Pick up each client as planned. Go to the client's front door and assist them to the van. Ensure the client has their door key and anything else they may need eg: medication.
5. Deliver clients safely to the Totara Club and assist the clients down the steps and to The Totara Club.

In the Afternoon:

6. Assist with seating the clients in the van respectfully of how they will be dropped off.
7. Deliver each client safely home following the procedures. Ensure the client is safely inside their front door.
8. Report any concerns or issues to the Co –ordinator of the Totara Club in regards to the clients.

Extra things you will receive:

1. Regular feedback and contact with The Regional Volunteer Co ordinator.
2. The Co-ordinator will provide you with the monthly roster and newsletter, as well as Enliven Induction programme..
3. A New Volunteer pack and Induction training.
4. A mid winter get together and an end of year celebration. A gift from the Totara Club clients.
5. A certificate of service once a year.

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