

TRUE FRIENDS
DIRECT CARE VOLUNTEER RESPONSIBILITIES

Requirements

1. Volunteers should be at least 14 years of age
2. Volunteers must be physically and emotionally strong, mentally alert, creative and flexible
3. Volunteers must be motivated to work in a residential camping environment

Responsible to

Coordinators

Responsibilities

1. Assist individuals with physical disabilities or other limitations that need support with eating meals and walking
2. Assist in planning and implementing daily activities with program area leaders and co-workers to meet the needs and interests of in assigned cabin
3. Participate with campers and encourage them to participate in all activities while encouraging positive reinforcement
4. Responsible to the health care staff and administrative staff for notification of sickness or injury
5. Assist campers in caring for personal belongings, including packing and unpacking
6. Assist in the writing of reports pertaining to campers health and wellbeing
7. To perform any miscellaneous duties as requested by administrative staff, and or general camp leadership staff during the hours of 7a.m. and 10p.m.
8. Responsible to help with minor daily living skills, such as helping put on socks, shoes, a jacket, braiding hair, painting finger nails, etc
9. Responsible to ensure that campers have on bug spray and sunscreen as necessary
10. Responsible to help counseling staff with general tidiness of cabin
11. Assists counseling staff with any errands, such as going to the laundry room or supply room to drop something off/pick something up
12. To maintain a safe, healthy and clean atmosphere at all times

TRUE FRIENDS
ALL VOLUNTEER RESPONSIBILITIES

1. Co-responsible for care and safety of campers
2. Co-responsible for direct supervision during transition and program times
3. Volunteers must reside at their camp location for the duration of their service with True Friends
4. Volunteers are expected to follow the chain of command to reconcile issues and communicate internally
5. Comply with True Friends policies & procedures including training and orientation
6. Review the Volunteers Handbook and or Program Volunteers Handbook prior to engagement in the program
7. Assist in the preparation the campgrounds for the opening and closing of each session
8. Assist in housekeeping, sanitation, replacement of supplies, and care of all equipment
9. Assist in running daily schedule of activities in accordance with goals and objectives of True Friends
10. Assist in planning and implementing activities within assigned cabin and or program area
11. Help plan and participate in evening programs and all-camp activities
12. Participate in Tier One, Tier Two and Respite Volunteer Program as Directed by the Volunteer Services Department
13. Engage in a work pattern from 7A.M. - 11P.M. with scheduled rest hours (2)
14. Monitor for any changes in activity level or behavior and report this and/or any accident, signs of illness, or signs of fatigue to the health care staff.
15. Responsible for communicating misunderstood policies, procedures and or general understanding of expectations for volunteers
16. Report any maintenance / repairs that are needed to the coordinator of your program
17. Complete and review evaluation with your program coordinator
18. Provide an online evaluation when prompted to do so by the Volunteer Department
19. Communicate special requirements to the Volunteer Department prior to engagement in the program. *Failure to do so may jeopardize your ability to participate in the program or loss of credit hour confirmation.
20. Attend all assigned staff meetings and in- service training
21. Maintain open relations with all staff, encourage and welcome constructive feedback and compliments, and expect the same of others
22. Perform any other duties assigned by the administrative staff
23. Must enjoy working with people
24. Must be able to perform all duties and responsibilities of assigned position as described
25. Be mature, responsible, flexible and open to accept constructive feedback and compliments & be willing to learn

*Co-responsibility / assist indicates that the Volunteer is an assistive measure in place alongside compliant and trained state