

# **ALLIES, INC.**

## Volunteer Job Description



NAME: \_\_\_\_\_

TITLE: Volunteer

SUPERVISOR: \_\_\_\_\_

SUPERVISION: \_\_\_\_\_

The volunteer is supervised by their assigned supervisor or a staff person on duty, as designated by the assigned supervisor.

### **DUTIES INCLUDE:**

1. Work agreed upon hours.
2. Interact with individuals and staff in a positive and friendly manner.
3. Accompany individuals during activities under the supervision of assigned staff. Activities can occur in the individual's home, work location or community.
4. Assist in building and/or becoming a part of a support network between the individual(s) and the community.
5. **Complete volunteer time sheet on a monthly basis.**
6. Have the option of participating in Circle(s) of Support for personal futures planning, if requested by the individual or team.
7. Utilize your skills and talents to enhance the lives of the individuals, under the supervision of assigned staff.

### **SCOPE OF RESPONSIBILITY:**

A volunteer does not take the place of an assigned staff person and cannot perform the duties that staff that they are trained and required to perform (i.e. dispensing medications, providing personal care, taking individuals to assigned medical appointments, complete required documentation, etc.).

The volunteer works in conjunction with the assigned staff and management to provide positive and enriching experiences in the lives of the individuals that Allies supports.

It is not the intent of this job description to cover all of the duties and responsibilities of the position. The aforementioned are some of the important areas of responsibility and are intended to convey a general understanding of the position.

I have read and understand the job description for Volunteer.

\_\_\_\_\_  
Volunteer Signature Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor or Agency Representative Signature Date \_\_\_\_\_