

**UNITY HOUSE OF CAYUGA COUNTY, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** Community Integration Specialist – Volunteer  
**REPORTS TO:** Program Manager  
**DATE:** February 2014

QUALIFICATIONS

High School Diploma or GED. Excellent organizational, interpersonal and verbal/written communication skills. Ability to maintain strict confidentiality regarding staff/consumer issues. Demonstrates the ability to relate to and accept individuals with disabilities.

GENERAL SUMMARY

This position reports to the supervising Program Manager. This position is responsible for providing general companionship during group activities in a day hab setting. This position will allow individuals to facilitate large group activities for individuals served and staff to attend. Hours/shifts are flexible pending activity needs.

ACTIVITIES

1. **General Duties:** Provide companionship and facilitate large group activities for consumers and staff to attend. Activities can include; however, are not limited to:
  - i. On or Off Site Recreation, i.e., Arts and Crafts, BINGO, Wii Tournaments, Pool Tournaments Board Game Tournaments, etc.
  - ii. Menu Planning and Meal Preparation
  - iii. On or Off Site Social Events, i.e., Holiday, birthday, or seasonal parties to include assisting with clean up after events, etc.
2. Reports to shift on time and maintains regular attendance in accordance with Agency policies and practices (see Attendance/Absenteeism/Punctuality Personnel Policy – No. 500.501).
3. Performs other comparable and related duties as assigned.

This job description is not intended to be all-inclusive and volunteers will perform other related job duties as assigned by their immediate supervisor or other management staff as required. Unity House of Cayuga County, Inc. reserves the right to revise and change job duties and responsibilities as need arises. This job description does not constitute a written or implied contract of employment.

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Print Name

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Signature

\_\_\_\_\_  
Date