

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

JOB TITLE: Residence Counselor – Volunteer
REPORTS TO: Program Manager
DATE: August 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 individual and/or group activities in a residential setting. This position will allow individuals to facilitate activities for individuals served and staff to attend. Hours/shifts are flexible pending activity needs.

ACTIVITIES

1. **General Duties:** Along with paid staff, provide companionship and facilitate individual or group activities for individuals served and staff to attend. Activities can include; however, are not limited to:
 - i. On or Off Site Recreation, i.e., Arts and Crafts, BINGO, video games, Board Games, movie night, etc.
 - ii. Assist paid staff with 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 volunteer 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 volunteer description is not intended to be all-inclusive and volunteers will perform other related 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 volunteer duties and responsibilities as need arises. This volunteer description does not constitute a written or implied contract of employment.

Print Name

Signature

Date