



MUSKOKA SENIORS

HELPING SENIORS LIVE AT HOME

www.MuskokaSeniors.org

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2-76 King William Street
Huntsville, ON P1H 1E4

Volunteer Job Description

Be on Time: If you are unable to arrive when expected, please notify the client and/or Coordinator

Be Reliable: Remember that someone is depending on you.

Honour Confidential Information: You are a trusted member of a team, and must respect that trust. Maintain complete client confidentiality at all times.

Keep Track of Your Volunteer Services: All contact and services provided, as well as time spent must be documented and forwarded to the office by the second business day of each month for the previous month's services. Muskoka Seniors is required to report statistics to the LHIN.

Maintain the Dignity and Integrity of the Agency with the Public: Your actions and attitude reflect on everyone involved with Muskoka Seniors. If you have any concerns, please contact the office directly.

Respect the Customs and Beliefs of the Clients: Do not try to impose your beliefs on them.

Gifts: Volunteers are not to accept gifts or money from clients unless it is reimbursement for services provided.

Do Not Comment on a Client's Physical or Mental Condition in front of , or to the Client: If you have any concerns or notice any change in their physical or mental condition, please notify the Coordinator.

Keep in Touch with the Coordinator: Please maintain a good communication link with the office. We rely on you to give up-to-the-minute information about the client.

Transportation: Transportation arrangements are made through the office. If a client contacts you directly for a ride, refer them to the Transportation Coordinator.

Friendship Luncheons: Volunteers pay for lunch.

You are an Important Part of Muskoka Seniors: Please do not hesitate to ask for assistance or to share ideas that could assist in maintaining or improving services.

Volunteers Shall: Provide a police check and references as required. This is for the protections of both the client and the volunteer. Possess a valid driver's license, adequate auto insurance and a car in good repair. If you change automobiles, please notify the office.