

Lead Volunteer Job Description

Title: First Circle Friends Lead Volunteer

Objective: Provide the leadership and supervision during the First Circle Friends group respite day program and contribute to the friendly, warm and safe environment of this program.

Qualifications: Organized person able to lead, delegate and work one-to-one with volunteers, participants, caregivers and the First Circle Friends Coordinator. Patience and flexibility are important qualities.

Training: Attend one four-hour Volunteer training session, one four-hour Lead Volunteer training session and quarterly four-hour continuing education and planning sessions.

Staff Supervisor: First Circle Friends coordinator in partnership with a congregational staff person.

Responsibilities include:

- Be open to learn about memory loss and caregiver support.
- Share activity ideas at First Circle Friends.
- Plan and implement activities for First Circle Friends, getting volunteer input as able.
- Volunteer at least one time a month at First Circle Friends and be able to make a year commitment.
- Observe confidentiality at all times.
- Set up the room before each session of First Circle Friends.
- Order or arrange lunches as planned.
- Contact and remind volunteers of assignment and caregivers of upcoming respite and plan for the day.
- Review at the end of the day with volunteers the joys and concerns of the day. Volunteers can write on Daily Information Sheet (DIS) about their participant.
- Complete DIS (with input from volunteers) after each First Circle Friends. Send copy to First Circle Friends coordinator within two days.
- Assist with ordering supplies for activities within the church budget of the program.
- Maintain regular contact with First Circle Friends coordinator including communication related to joys and concerns of program.
- Inform First Circle Friends coordinator of changes of health or behavior of participants.
- Follow program policies and procedures to keep site in “best practices” mode.
- Assist with recruiting efforts for volunteers and participants.
- Get to know and screen new volunteers based on training materials.