



Program Assistant Job Description

Titles: Kitchen Crew, Coffee Maker, Food Preparer, Set Up Person, Clean Up Person, Activity Volunteer, Craft/Small Motor Tasks Preparer

Program Assistants will not be given a one-to-one assignment with a participant and will not be alone with a participant, i.e. restroom break, etc.

Objective: Assist First Circle Friends group respite with program logistics without giving one-to-one care. Assistance can be provided on-site or off-site for the First Circle Friends group program as appropriate. Tasks may be grouped together and done by one individual or divided among several individuals or groups of individuals.

Qualifications: Desire to help with First Circle Friends. Skill or aptitude in one or more of the following:

- Kitchen food preparation/set up/serving
- Set up and/or clean up First Circle Friends room
- Prepare and/or lead creative activities with groups of participants

Training: No training needed. All program assistants must sign data privacy form.

Staff Supervisor: First Circle Friends lead volunteer and First Circle Friends coordinator.

Responsibilities could include:

Activity Leader and/or Craft/Small Motor Tasks Preparer:

- Work with lead volunteer in planning activities three or more months in advance. Assistant may be a general activities planner rather than one who presents specific activities or prepares materials.
- Provide materials and direction for specific activities based on the program assistant's expertise and hobbies. Activities may be done at one daily session or more often if interest in the activity warrants it. (Directions for doing activities with persons with memory loss are included in the training materials.) Examples of possible activity leaders: an exercise expert, an artist leading an art class, a historical presentation (good for reminiscing), a patriotic presentation or music. Craft preparers will work with activity leaders as appropriate to prepare materials for the activity leader to use in the group sessions.

Kitchen Crew, Coffee Maker, Food Preparer, Set Up Person, Clean Up Person:

- Set up and serve coffee and a morning snack and/or set up and serve lunch.
- Provide baked goods for the morning snack or prepare foods for lunch.
- Organize and serve an ordered in lunch.
- Arrange the room set up for the day. (Congregational staff may prefer furniture set up be done by church paid staff, so contact the appropriate staff prior to set up.) All volunteers assist with set up if a set up crew is not designated.
- Clean up the room following the end of the program. All volunteers assist with clean up if a clean up crew is not designated.