

**COMMUNITY LINKS**  
**Position Description**

**Position Title:** Home Services Volunteer

**Purpose:** Home Services offers a matching process by which a reliable volunteer is assigned to do minor home maintenance, yard work, snow removal, etc. as requested by a client.

**Duties and Responsibilities:**

- To abide by Community Links Code of Conduct and Statement of Confidentiality.
- To treat clients, other volunteers and staff with respect and dignity.
- To report volunteer hours to the Coordinator of Volunteer Services at the end of each month.
- To inform supervisor in a timely manner concerning vacation, illness etc. that would require a substitute volunteer.
- To perform only those requests authorized by Community Links.
- To be prompt in keeping appointments and adhering to agreed upon schedules.
- To report as soon as possible any problems or concerns regarding a specific client or event.
- To assist a senior with the requested service.

**Time Requirements:**

- Hours required vary depending on the amount of time needed to complete home services assignment.
- Volunteers always have the right to refuse assignments.

**Orientation and Training:**

- Orientation to Community Links
- Direction and support from the Senior Outreach Coordinator and/or Senior Outreach Worker

**Benefits:**

- Be part of your community
- Develop problem solving skills
- Opportunity to become aware of social issues
- Enjoy the status of making a difference

**Skills, Qualifications and Eligibility Requirements:**

- Volunteer must be reliable.
- Volunteers must not enter the client's home.
- Volunteer must possess good interpersonal skills.
- Volunteer must be compassionate, respectful, patient and sensitive to the needs of others.
- Volunteers must provide 2 references
- Volunteer must have some knowledge of minor home repairs, maintenance and/or yard work.

**Supervision:**

Charlett Hedman, Senior Outreach Coordinator; Caerol Pulsifer, Wrap Around Services Coordinator