

## **Somerset West Community Health Centre (SWCHC)**

### **VOLUNTEER POSITION DESCRIPTION**

**SWCHC Mission**                      **To support people and communities to enjoy the best possible health and well-being**

**Program Name**                      **Rochester Heights Community House – Art and Craft Workshops**

**Program Purpose**                      **The Rochester Heights Community House offers a variety of educational, recreational, and social programs for residents of the Somerset West Service Area. The objective is to offer workshops with interesting activities and ideas for seniors who live in the community.**

**Volunteer Position**                      **Art and Craft Volunteer facilitator**

**Supervisor/Line of Accountability**                      **Reports to Christian Flores (Rochester Heights Community House Coordinator), who reports to Larisa Cheshire (Manager, Community Engagement)**

**Team**                                      **Community Engagement**

**Role Classification:**                      **High Touch (volunteering with in-person contact)**

**Volunteer Responsibilities**

- **Facilitate an Arts and Crafts activity every week.**

**What is required of the volunteer (skills, abilities, time)**                      **Schedule:**

- **The volunteer will have a set schedule.**
- **Once or twice a week and should occur during the morning or afternoon (before 4:00 PM), between Monday to Friday.**

**Benefit to the volunteer.**                      **Skills/Abilities:**

- **Must be able to fulfill duties in a manner that is non-judgemental and hold the belief that diversity makes us stronger**
- **Understanding of arts and craft workshop facilitation**
- **Excellent communication skills**

**Opportunity to give back to the community.**

<b>Screening Requirements</b>	<p>Opportunity to share and build existing skills.</p> <p>Opportunity to build new skills.</p> <p>Opportunity to gain new skills toward career development.</p>
	<ul style="list-style-type: none"> <li>• Interview with the volunteer coordinator or program staff</li> <li>• Police Record Check (Vulnerable Sector Check)</li> <li>• 2 references</li> <li>• Mandatory Vaccination (as per policy)</li> <li>• COVID Attestation form (volunteers must sign a form confirming that they are under the age of 70, healthy and unaware of any COVID exposure)</li> </ul>
<b>Orientation Required</b>	<ul style="list-style-type: none"> <li>• SWCHC Volunteer Orientation (includes privacy and confidentiality)</li> <li>• Orientation to team COVID practices and Personal Protective Equipment</li> <li>• Accessibility for Ontarians with Disabilities Training (AODA): this is required for all positions that require client contact</li> <li>• Program-specific orientation, including Joint Occupational Health and Safety</li> </ul>
<b>Linguistic Profile</b>	English and Chinese (Mandarin or Cantonese), English and French
<b>Probationary Period</b>	3 months
<b>Term</b>	A minimum of 6 months commitment
<b>Updated</b>	January 29, 2024

*Please note that the screening requirements for each position have been determined through the use of a risk assessment for each position. Screening practices are consistently applied.*

*Somerset West Community Health Centre is an equal opportunity employer who values the diversity of individuals in our volunteer program. If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.*

**To express interest, please contact:**

**Doreen Ju**

**Coordinator of Community Engagement, Volunteers and Students**

Somerset West Community Health Centre

30 Rosemount Avenue

Cell: (613) 402-1090

[doju@swchc.on.ca](mailto:doju@swchc.on.ca)