



Long term Volunteer (With Further Specialized Training):

Client Support Volunteer

The Client Support Volunteer will work directly with clients to supervise, instruct and assist clients in a classroom, recreation or production setting. Promote and demonstrate the values, vision and mission of The Arc of Alachua County, ensuring the respect, dignity, safety and well-being of clients at all times. We are asking that you commit to at least **6 months** here with The Arc of Alachua County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow policies, procedures and rules of the organization.
- Treat all clients, parents, guardians, co-workers, supervisors and people in the community with respect and dignity.
- Maintain confidentiality of those we serve.
- Interact and verbally engage with clients.
- Promote the clients' growth by reinforcing independent skills such as: choices, decisions, responsibilities, personal rights, initiative and interpersonal relations.
- Assist clients in achieving their support plan goals.
- Familiarize one's self with clients' case histories, educational programs, special health problems and particular limitations, abilities and interests.
- Supervise and help coordinate clients' activities and assigned duties.
- Follow all medically authorized instructions and procedures (not including medication administration).
- Follow organization's procedures in responding to emergencies and/or safety issues.
- Develop a working knowledge organization's policies and procedures.
- Promote and participate in open and effective communication and support with team.
- Advocate for clients' rights.
- Perform other duties assigned by Supervisor.
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EDUCATION AND EXPERIENCE PREFERRED

- Possession of a high school diploma or equivalent (GED).
- One year of experience working with the developmentally disabled or in a related field working with elderly, children or caring for patients in hospital setting. College education may substitute for experience. (30 credit hours is equivalent to one year of experience).

KNOWLEDGE, SKILLS, ABILITIES & WORK HABIT REQUIREMENTS

- Effective communication skills.
- Good organizational skills.
- Basic computer skills.
- Ability to work independently and in a team setting.
- Ability to accept direction on given assignments.
- Ability to manage time effectively and prioritize.
- Care properly for equipment and resources.
- Ability to promote the dignity and respect of those we serve.
- Maintain positive interactions with clients, parents, guardians, co-workers, supervisors and people in the community.

PHYSICAL DEMANDS

- The physical demands and work environment described here are representative of those that must be required of a volunteer to successfully perform the essential functions of this volunteer position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves standing, sitting, walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- May be required to push, pull, lift, and/or carry up to 30 pounds; bend, squat or kneel.
- The noise level in the work environment is usually moderate.

Days/Times Needed:

Monday-Friday between 8:30am-2:00pm (any variation of time)

Volunteer Opportunities

Day Program Volunteer: You will help set up and implement activities or work contracts for the Day Programs. Duties will vary dependent upon the needs of the activity for the day.

- Days/Times Needed: Monday-Friday 8:30am-2:00pm(any variation of time)

Bingo Assistant: Assisting with Bingo games every Tuesday (excluding Holidays). Duties include, but not limited to: Collecting money, writing receipts, calling numbers, setting up room for Bingo and setting up prize table.

- Days/Times Needed: Tuesdays 5:00pm-7:00pm (Set-up is 4:30pm)

Special Events Assistant: There are various events that happen here at The Arc for our clients such as dances, bowling, cooking/art clubs, fundraisers, game nights, movie nights and more. These individuals will help setup for these special events and help to ensure that the events run smoothly.

- Days/Times Needed: Varies

Special Olympics Volunteer: This individual will help assist with practices and preparations to get ready for the Special Olympics for the clients of The Arc. More information will be available when various sports are scheduled to begin their season. You can contact Alexis Fils-Aime at (352) 226-3484 if interested.

Administration Volunteer: This individual will help assist the Front Desk clerk here at The Arc and any other administrative staff as needed. Duties include, but not limited to, filing, data entry, answering phones, making copies and being an office runner.

- Days/Times Needed: Monday-Friday (8:30am-4:00pm)