

## VOLUNTEER OPPORTUNITY

<b>Volunteer Position</b>	<i>Seniors' Social</i> Host / Hostess		
<b>Program</b>	Community Initiatives – Seniors' Programs		
<b>Supervisor</b>	Coordinator, Community Initiatives		
<b>Status</b>	2 or 4 hours per week (Tuesdays &/or Thursdays, 13h45 to 15h45)	<b>Centre</b>	Westmount

<b>Function</b>
The <i>Seniors' Social</i> Host / Hostess assists with the semiweekly event by serving food and beverages to the activity participants. The volunteer prepares the preschool room for the afternoon tea by setting up refreshments. The volunteer plays a fundamental role in breaking seniors' social isolation by fostering interaction between participants.

<b>Benefits</b>
<ul style="list-style-type: none"> <li>▪ Have a meaningful, positive impact on the local community</li> <li>▪ Develop communication and interpersonal skills</li> <li>▪ Gain experience working with seniors</li> <li>▪ Opportunity for personal growth and development</li> <li>▪ Opportunity to obtain a complimentary CPR certification</li> </ul>

<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>▪ Assists with the set-up and dismantling of appropriate signage, and decorations (banners, balloons, streamers) for the monthly birthday party</li> <li>▪ Arranges the refreshments</li> <li>▪ Serves food and beverages to the participants</li> <li>▪ Facilitates conversation and interaction amongst the participants</li> <li>▪ Encourages and partakes in playing cards and board games</li> <li>▪ Monitors the event to ensure the safety and well-being of all participants</li> <li>▪ Ensures that the necessary materials and equipment are returned to the appropriate places</li> <li>▪ Upholds an open communication with the Coordinator, Community Initiatives</li> <li>▪ Communicates with the Coordinator, Community Initiatives in situations of doubt or uncertainty</li> <li>▪ Treats complaints and problems with politeness and diplomacy</li> <li>▪ Notifies the Coordinator, Community Initiatives of low inventories of food, beverage and party supplies</li> <li>▪ Reports <i>all</i> accidents or injuries to the Coordinator, Community Initiatives</li> </ul>

### Expectations of the Volunteer

- Remains patient and composed at all times
- Begins the scheduled shift at the designated hour
- Notifies the Coordinator, Community Initiatives in advance of an absence from a scheduled shift
- Upholds the core values of the YMCA

### Job/Association-Related Requirements

- Bilingual (Spoken)

### Competencies

- *COMMUNICATION*: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.
- *INITIATIVE*: Does the right thing at the right time without being asked.
- *INTEGRITY*: Demonstrates responsible behaviour at all times and maintains high ethical standards.
- *SENSE OF COMMUNITY*: Demonstrates an awareness and understanding of community and responds to identified needs.
- *SELF-MANAGEMENT*: Works independently with minimal supervision.

If you are interested in this volunteer opportunity, please send your application (CV and cover letter) to:

To: **Tracy Kamel, Coordinator, Community Initiatives**  
 Email: [tracy.kamel@ymcaquebec.org](mailto:tracy.kamel@ymcaquebec.org) Fax: 514-931-9219