



Lifespan Respite
A Program of the Arc of Jackson County
2860 State Street
Medford, Oregon 97504
541-821-8764



Volunteer Position Description

Position Title: Respite Volunteer

Location: Center-based Site

Advisor/supervisor: Respite Activities Supervisor

Requested Time Commitment: 4-24 hours per month minimum commitment

Purpose of Position: To provide support to individuals with special needs at the center based, planned respite program in order to provide relief to their primary caregivers with respect to family traditions and lifestyles.

Benefits of the Position: Offering relief from the demands of providing care to family member, which in turn supports family stability. Training opportunities with reference availability on resume. Experience in working with individuals with special needs. FUN!!

Major Responsibilities:

- Encourage and assist in the participation, safety and supervision of individuals with special needs in Respite Program activities. Stay in close proximity to the participant to whom you are assigned.
- Assist with all activities that have been planned for the program.
- Provide assistance to staff in providing personal care for the participants, if needed.
- Report any accidents, signs of illness, safety concerns or fatigue to Supervisor.
- Take appropriate steps in emergency and/or life threatening situations as requested by family and Respite Supervisor.
- Assist in set-up and clean-up of the facilities (i.e. set tables, pick up toys or craft items, and other duties), as requested
- Abide by the policies and procedures of the Respite Program, including confidentiality.
- Commitment to the Respite Program to be on time and follow sign in and sign out procedures, as well as to honor agreed upon time commitments for participation.
- Complete Lifespan Respite orientations and trainings
- Complete an annual evaluation of volunteer participation



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Skills needed:

- **A desire to serve children, adults and or seniors with special needs such as: health concerns, physical and developmental disabilities, mental illness, emotional and/or behavioral disorders, and those at risk of abuse and neglect**
- **Have the ability to work independently with minimum supervision**
- **Must be able to understand and follow written and/or oral directions and communications**
- **The ability to communicate effectively on the phone and/or in person**
- **Must be able to pass criminal background and reference checks**
- **Must be a self-starter**
- **Have the ability to respond appropriately to emergency situations**
- **Meet training and orientation requirements**

Applicant Signature

Date

Respite Supervisor

Date

Parent's Signature, if applicable

Date

7/1/2010

