

Volunteer — Day Services

DESCRIPTION

I. JOB SUMMARY

An ADEC Volunteer in ADEC's Day Services is responsible for spending time hanging out inside ADEC Day Service locations with the individuals ADEC serves who have intellectual and developmental disabilities. Volunteers may participate by aiding an ADEC individual in a vocational activity (painting, sewing, ceramics, cardmaking, etc.), chatting with ADEC clients, playing board games / card games, or participating in any number of other activities with individuals ADEC serves.

II. HOURS

Opportunities to volunteer are available from 8 a.m. to 2 p.m. Monday to Friday excluding major holidays. ADEC also hosts special events in which we accept volunteers for.

III. LOCATIONS

Day Service Volunteers are located at any of our five day service buildings across Elkhart and St. Joseph counties (Bristol, Elkhart, Goshen, Middlebury, and South Bend). Volunteering is assigned by location based on the volunteer's preference and availability.

IV. JOB REQUIREMENTS

1. Must complete a background check supplied by ADEC.
2. Must demonstrate the ability to develop appropriate relationships with employees across ADEC — from direct support professionals to vice presidents — as well as the people ADEC serves.
3. Demonstrate a passion for ADEC's mission and the people we serve.
4. No evidence of criminal activity involving a dependent population or any violent criminal activity.
5. No evidence of illegal drug use or abuse.

V. SUPERVISION EXERCISED AND RECEIVED

Reports to Community Outreach Manager