

## Responsibilities of Volunteers

**MISSION: Provide social interactions, friendship, mental stimulation in a caring environment, as well as respite for caregivers.**

### General information for all volunteers

- Please arrive at 10:30 to assist in preparing for the club members to arrive.
- Sign in on the Volunteer Attendance sheet. It is located at the volunteer's desk.
- Put on your nametag, again located on the volunteer's desk.
- Review the schedule for the day and determine your role (buddy or floater).
- Be sure to remind the caregivers of all the free materials on the resource table, Yellow truck full of resources to check out and the games and activities for club members located on the table. If we have free supplies to donate to caregivers/club members, they will be marked, "FREE FOR TAKING". Invite caregivers to see if there is anything they can use.
- We will always have a volunteer meeting at 2:10 after SDC, and ALL volunteers are encouraged to attend. Please know this is not a mandatory meeting, if you need to leave. This is a time to review the day and plan for the next Wednesday. It is important to hear from volunteers, so we continue to improve our SDC services to caregivers and club members.

### Buddies

- Please review the information in your club member's folder (located on the volunteers table).
- As a buddy please watch at the door for your club member to arrive and be there to greet them.
- If your buddy is in a wheel chair or needs help walking, please go out and meet the caregiver at the car to help your buddy come in to SDC.
- Remind the caregiver to sign in on the attendance sheet on the club member's table.
- When your buddy arrives, help them put on their nametag, (found on the volunteer desk). Put their sack lunch in the club member's identified area, unless the lunch needs to be refrigerated.
- Hang the club member's coat up on their hanger and place any other personal belongings on the shelf under their name.
- Take your buddy to the circle for volleyball, or whatever activity is taking place.
- **Always sit with your buddy, floaters are your assistants and will serve drinks, bring you lunch, and help you with anything you may need during SDC.**
- Escort your buddy to the restroom, along with a floater. You do not go into the stall with the club member but stand in the bathroom. Your floater will stand outside the bathroom in case you need assistance.
- When moving to the large group area, help your buddy find a place to sit and then sit next to them. Your role will be to help them successfully engage in the activities.
- During SDC, make your buddy as comfortable as possible, visiting with them, rubbing their back, and taking personal interest in what they are doing.
- At the end of the day, remove your buddy's nametag and insure the caregivers sign the club member out.
- Before you leave for the day, make comments about your buddy's day and helpful information for future buddies. The comment sheets are in the club members folder located on the volunteer's table.

### Floaters

- If you are a floater, please assist the buddy's so they can focus on their buddy. Deliver lunches, assist buddies to take their club member to the bathroom, serve drinks, pick up trash at the end of lunch, put the baskets of silverware, napkins, Kleenex and sanitizer back in the cabinet, wipe off tables after lunch, clean up the kitchen, lead activities and put the equipment away when finished.
- **You are invaluable to make the day successful for the club members. You are the behind the scene support that buddy's and their club members are relying on.**
- Do whatever you see to be done, to assist the buddy's and look at what can be done to make SDC run smoothly for everyone.

THANK YOU!!