



# Leisure Support Volunteer

---

## About the Program or Event

The City of Kitchener is committed to ensuring that all residents can participate in leisure and recreational programs regardless of ability.

## Overview of the Opportunity

As a Leisure Support Volunteer you will provide one-on-one support for residents who require assistance to participate in city programs.

## Time Commitment

- You volunteer shift is based on the program days and times the individual has registered for (i.e. 10 weeks at 1 hour on Mondays)
- Programs generally run Winter (January – March; Spring (April – June); Summer (July – August) and Fall (September – December)
- Volunteer are asked to commit to volunteering for the entire length of the program

## Volunteer Position Location

Various City of Kitchener and Waterloo facilities (i.e. community centres, pools)

## Key Responsibilities or Tasks

- Participate along with the individual with whom you are matched with and assist as required
- Encourage the individual in his/her activities
- Repeat instructions and redirect as necessary
- Help problem solve and complete tasks
- Offer input to the Instructor about potential program adaptations that would enhance the participant's experience in that program.
- Communicate on a regular basis with the Inclusion Coordinator

## Skills, Experience and/or Qualifications

- Caring and understanding attitude
- Interest in supporting individuals with a disability
- Experience supporting individuals with a disability an asset
- Strong communication
- Problem solving skills – understanding on what to do in a situation
- Friendly and outgoing

## Age Criteria

- Placement based on volunteers experience

## Benefits of the Opportunity

### *Volunteer*

- Experience working with individuals with disabilities
- Practice & improve your communication style with training
- Learn about your community supports for individuals with disabilities

- Make a positive impact and difference in the participants' life
- Volunteer verification and/or reference, community service hours and resume building
- Specific volunteer opportunity and corporate recognition

#### **Skills and experience gained**

- Coaching
- Adaptability and flexibility
- Communication in plain language
- Problem solving
- Motivating others
- Program adaptation skills

### **Preparation, Training and Orientation**

#### ***Preparation (prior to your first volunteer shift)***

- Read the both AODA (Accessibility for Ontarians with Disabilities Act) pamphlets
- Read and sign (parental signatures required if under 18) Volunteer Informed Consent and Photo Release forms
- In person meeting with Inclusion Coordinator to learn about the individual you will be working with and strategies to make it a successful match

#### ***Training and Orientation***

- Ongoing support from Inclusion Coordinator
- Additional information from parent, if applicable

### **Additional things you should know**

- **Volunteers are not responsible for any physical transfers, providing formal instructions (i.e. you are not teaching). Typically your biggest role is to provide encouragement, and supportive messaging**
- At the City of Kitchener we work with a diverse community, therefore you must show respect for your fellow volunteers, community members, city staff and your surroundings
- You are not expected to handle any difficult situation or questions that are beyond what has been describe in this role description. If a situation arises and you need assistance please ask for help from your supervisor
- We expect all of our staff and volunteers to be professional and respectful of personal information. All information acquired during your volunteer shift directly or indirectly, must be considered confidential. If you have concerns, please speak with your staff contact.
- We are committed to diversity and inclusion. Accommodations are available to support volunteers in accordance with the Human Rights Code

### **Screening**

- ✓ Application Form
- ✓ Interview (one-on-one)
- ✓ Reference Checks
- ✓ Police Records Check Volunteering with a Vulnerable Person

|   |
|---|
| <b>For Office Use Only</b>  |
| <b>Volunteer opportunity description written or revised: May 15, 2019</b> |