



Position Title: Bus Assistant Volunteer

Position Type: Client Support

Program Area: Adult Day Program

Reporting Relationship: Manager, Adult Day Program

Program Overview:

East Wellington Community Services (EWCS) is a community-impact organization that addresses the health and care, transportation, employment, and social service needs of individuals and families in East Wellington. The Adult Day Services program offers social, cognitive, and physical stimulation for frail seniors and those with dementia and Alzheimer's disease and provides opportunities to interact with their peers through a variety of therapeutic, social, and recreational programs.

Position Purpose: To assist in providing a safe, comfortable journey for Adult Day Program participants from their home to the program and return.

Qualifications: Volunteers in this position should be patient, comfortable working with elderly clients, have excellent communication skills, and have a pleasant demeanor. Dependability and reliability as a team player are essential. Volunteers must be able to work with minimal supervision.

Duties/Responsibilities:

- Assist clients to embark and disembark the EWCS bus safely
- Meet the client at their door and escort them safely onto or off the bus. Volunteers can provide an elbow or hand to hold onto, but refrain from offering physical assistance
- Assist the client with fastening/unfastening the seatbelt (if required), and/or carry their bags
- Encourage socialization among participants on the bus
- Create a warm, calm, friendly atmosphere for participants
- Assist the bus driver with other tasks that may arise
- Communicate with the Manager, Adult Day Program, regarding any concerns or any client incidents that occurred on the bus
- Attend ADP team meetings when requested by the manager
- Keep up-to-date training as requested by the manager. This may include in-person or online training relevant to the role
- Always maintain confidentiality
- Behave in a manner consistent with the values and ethics of EWCS, appropriately representing the agency in the community
- Perform other duties as required.

Time Commitment: Shifts are Monday – Thursday, 2- 2.5 hours long, beginning at 8:30 am or beginning at 2:45 pm

Health and Safety requirements: The volunteer works in an area where there is some physical risk to them, i.e., in a moving vehicle. Minimal lifting is required, but you are supporting adults.