



Bancroft **Volunteer Position Description**

Position Title: Volunteer Party Planner

Program: Pediatric & Adolescent Residential Services

Volunteer Assignment: Assist in planning parties to celebrate special events in the lives of persons served.

Schedule: Flexible. To be determined by volunteer & supervisor.

Reports To: Manager of Volunteer Services & Residential Supervisor

Location: Varies, in community group homes

Community Need: To nurture the abilities of people with neurological challenges so they can live as independently as possible.

Position Responsibilities:

- Lend support to staff by assisting in the planning and implementing of special parties to celebrate special holidays and life events of the persons we serve.
- Meet with Program Manager to identify calendar of events/celebrations
- Work with Program Manager to carry out plans from invitations to shopping, decorating and celebrating.
- Provide a role model for persons served.
- Demonstrate core values of Teamwork, Compassion, and Independence in the performance of job responsibilities.

Special Skills/Requirements: Creativity, organization, shopping within a budget.

I have received a copy of my volunteer position description and understand that if I have any questions about my responsibilities (listed or later assigned) I should ask my on-site supervisor or the Manager of Volunteer Services for clarification.

Volunteer Signature

Date

Manager, Volunteer Services

Date