



Volunteer Service Description



Title	Bonnie Dallas Senior Center Instructors
Pay Class	Volunteer – Unpaid
Commitment	Minimum – teach one or more classes
Number of positions	Unlimited

Department/Division	<u>PRCA/BDSC</u>	Latest Review Date	<u>Until filled</u>
Personnel Review	<u>T. Swenk</u>	Department Review	<u>J. Zeigler</u>

Job Duties:

Essential Duties: Reports to and works under the supervision of the Senior Citizens Assistant Supervisor or designee.

- Volunteer instructors offer many opportunities to learn new skills in areas that are both educational and recreational. Classes are focused on fun, socialization, and personal enrichment.
- Creates a warm and supportive environment where students feel valued
- Welcomes new students in a courteous, professional manner
- Starts and ends classes on time
- Instructs classes in a professional manner
- Compiles student sign up sheets and reports for tracking
- Maintains student contact list and notifies senior center staff and students of any scheduling change
- In the case that an instructor cannot make it for the assigned class, please contact program coordinator as soon as possible, so students can be contacted
- Report special class events to Senior Citizens Assistant Supervisor for approval: parties, video classes, etc.
- Maintains equipment in clean and good working order and returns unused materials to original location. Notifies staff when equipment needs maintenance
- Complies with all policies, procedures, and guidelines
- Complies with volunteer standards and policies in PRCA Volunteer Management Manual

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



Volunteer Service Description



Qualifications:

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Policy.

- Attends orientation and training
- Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds, both verbally and in writing, and especially with senior citizens
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel, and the public
- Ability to work with both small (1-10) and large (10-60) groups of senior citizens
- Relates well to senior citizens, and may express a preference for working with visitors with whom volunteer has specialized experience or qualifications (bilingual, hearing or sight impaired, etc.)
- Ability to listen and understand questions and provide accurate information
- Ability to perform duties with little supervision
- Ability to follow verbal and/or written instructions

Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the volunteer is frequently required to stand, walk, sit and talk or hear. The volunteer is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The volunteer is occasionally required to balance; stoop, kneel, crouch or crawl.

The volunteer must occasionally lift and/or move up to 5 or 10 pounds. The volunteer may occasionally lift educational materials or supplies requiring up to 5 or 10 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



Volunteer Service Description



Work Environment:

The work environment characteristics described here are representative of those a volunteer may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is not generally quiet.

We are an Equal Opportunity Employer, M/F.