

RESPIRE VOLUNTEERS OF SHIAWASSEE

Job Description 2022 Occasional Summer Work Internship



Description:

Respite Volunteers of Shiawassee would love the opportunity to share a summer intern if Shiawassee Community Foundation has hours to share. Our program serves adults with health impairments and their caregiving families. We match a volunteer with each person to visit and help weekly. The program serves primarily elderly persons. Some have extensive health challenges, and very low income, although that is not a requirement.

Our staff provide information about many other senior services, home care options, support groups, especially other no cost services, and low cost services. We serve the entire county. The program strives to serve the entire county, but is not a county funded agency. You would have the opportunity to see the program in action by going with staff on a few home visits to persons newly referred to our program. You will also be working with committee members, and staff members to help Respite Volunteers of Shiawassee plan for the future.

Our program participates in the Cook Family Nonprofit Capacity Building Program, the Shiawassee Co. Health & Human Services, Coalition Against Vulnerable Adult Abuse, Shiawassee Regional Chamber of Commerce, Laingsburg Business & Community Association, and Byron Chamber of Commerce. You may be asked to participate in Information Booths & Health Fairs, and events for some of these groups and coalitions. We are also a faith based program based on the Robert Wood Johnson Foundation Faith in Action Model, so we work with many area churches.

We may ask you to help us with social media. You may be asked to help work to recruit additional volunteers for specific communities within the county. This would mean some trips to those communities, and attending meetings there.

We view all our fundraising events, as a chance to educate the public about our program, and recruit new volunteers. You may be asked to participate in our fundraising events this summer. A Rock-a-thon for Respite is planned this summer.

Responsibilities:

Working with/under the supervision of the Respite Volunteers of Shiawassee Executive Director. If the Executive Director is not present, then working with/under the supervision of the Case Manager and Lead Administrative Assistant. When possible,

RESPIRE VOLUNTEERS OF SHIAWASSEE

may be asked to accompany Executive Director to events and meetings in the community, or attend independently as a representative for Respite Volunteers of Shiawassee

We are a team here, everyone is expected to pitch in when getting ready for events, meetings, presentations, and volunteer trainings. Anyone on our staff may be expected to make copies, assemble binders, answer the phone, take out the garbage, wash the dishes, clean, lift supplies using correct body mechanics, and transport supplies to a site of a meeting or training.

Qualifications:

Able to work cooperatively with staff, volunteers, families we serve, and staff from other agencies.

Would need access to a reliable vehicle to drive in the county, including out in the county.