

TITLE:

ARTS AND CRAFTS ASSISTANT

MAJOR FUNCTION:

To assist participants in a variety of creative arts and crafts projects

DUTIES AND RESPONSIBILITIES:

- Assist in gathering and preparing any necessary materials and equipment for the project
- Prepare the area in which you will be working by setting out materials, arranging chairs, etc. in a safe and appropriate manner
- Assist in gathering participants
- Explain and demonstrate procedures of the project.
- Encourage participants to work independently and to make as many decisions as possible, but also be available to offer assistance
- Assist in clean up and putting away of materials, etc.

QUALIFICATIONS AND SKILLS REQUIRED:

- Must have an interest and a fondness in working with seniors
- Creative and industrious
- Able to respect individual creativity and choice
- Able to demonstrate techniques and direct cognitively confused residents
- Able to work cooperatively with staff and other volunteers

COMMITMENT REQUIRED:

- Minimum 3 month term
- 2 hours per day, one day(s) per week

BENEFITS:

- Develop valuable work and personal skills
- Reference on request

TRAINING AND SUPERVISION:

- Orientation to the organization and job specific training provided
- Access to onsite workshops and online education
- Report to the Volunteer Coordinator