



## VOLUNTEER OPPORTUNITY

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VOLUNTEERS	BOW VIEW MANOR – COCKTAIL HOUR SUPPORT	

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*One of the biggest challenges we face is moving residents from their rooms to our weekly cocktail hour. Could you be one of our "Helping hands heroes"?*

### ROLE DESCRIPTION and RESPONSIBILITIES

**Bow View Manor 6428 Montgomery Road NW**  
**Tuesdays and Thursdays 1:45pm – 3:45pm**

You would assist the staff moving residents from their rooms to join in our weekly cocktail hour program and help distribute snacks to our residents. There would be moving on elevators involved and training on the safe way to move residents would be provided as part of your onboard training.

*You will need:*

- Excellent communication and interpersonal skills to engage with residents
- Understand the safety requirements and rules of the Brenda Strafford Foundation
- Sign in and out and track your hours
- Arrive on time and maintain a professional demeanor with residents and staff
- Report the resident's participation to your supervisor for charting on their clinical record
- In a timely manner, let your supervisor know if you are running late or unable to fulfill your commitment

### REQUIREMENTS

- Completed application
- Successful completion of the interview process
- Positive reference checks
- Pass a Police Information Check and Vulnerable Sector Search
- Complete the orientation and training

### SUPERVISED BY

Manager of Therapeutic Recreation & Volunteer Services

January 2024  
Date of Origin