



## **Bancroft** **Volunteer Position Description**

**Position Title:** Volunteer Party Planner

**Program:** Community Adult 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**