

Sunshine Volunteer

Summary

The Sunshine Volunteer position regularly performs critical assigned projects and tasks that help to ensure the protection and safety of the affiliates of the Fairhill Center by assisting in the needs of individuals either infirmed or unable to participate in the Fairhill Center activities on a regular basis.

Responsibilities

- Maintains communication with affiliates and other Fairhill Center participants on a regular basis in order to ascertain their contentment and their commitment;
- Sends cards or calls when deemed appropriate;
- Organizes activities and support in the event of an extended illness or other malady that may effect a Fairhill Center affiliate;
- Exhibits a familiarity with the Fairhill Center Complex of buildings and with the locations of tenants as well as critical program essentials;
- Performs assigned duties in relation to area of skilled expertise and is accountable for achievement of specific tasks related to the Fairhill Strategic Plan;
- Reports emergencies promptly to designated persons;
- Completes program tasks, reports and work orders against deadlines;
- Performs other duties as assigned.

Qualifications

- Must be a high school graduate or GED equivalent; preferably with two (2) to three (3) years experience in related field;
- Should be friendly and enjoy regular communication with other individuals;
- Demonstrates the skills and knowledge to undertake tasks required for the position;
- Demonstrates strong initiative to work safely and efficiently without routine supervision;
- Must be steady and reliable and able to remain calm and competent during emergencies;
- Demonstrates ability to work willingly in a team by assisting co-workers as needed.