



# Direct Support Volunteer/Intern

## VOLUNTEER INFORMATION

Title:	Direct Support Volunteer/Intern
Version Date:	03/06/2024
Salary Range:	Volunteer Position: unpaid
Department:	Day Services

## VOLUNTEER SUMMARY

Assists paid program employees with providing support to adults with intellectual or developmental disabilities by presenting opportunities to access the community, creating a positive environment, and assisting with activities.

### Essential Functions

- Support opportunities for community access by attending and participating in community activities and events
- Support daily living needs by assisting people with eating
- Assist in planning community activities and events
- Clean and sanitize a multitude of surfaces and locations
- Communicate clearly with others in a respectful and professional manner
- Assist people with mobility according to safety protocols

### Additional Responsibilities

- Attend meetings as required
- Complete trainings as required
- Other duties as assigned

## QUALIFICATIONS

*To perform this volunteer position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

High School Diploma	High School Diploma or equivalent	Preferred and may be in-process
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### Experience

No experience necessary

### Licenses and Certifications

Reliable transportation to and from work locations	Required
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## Skills

Ability to communicate clearly in oral and written forms  
 Ability to work as a team  
 Analytical thinking skills to solve routine problems using common sense  
 Basic time management skills

## PHYSICAL DEMANDS/WORKING CONDITIONS

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Standing					X	
Walking					X	
Sitting			X			
Lifting			X			75
Carrying			X			25
Pushing			X			200
Pulling			X			200
Climbing		X				
Balancing			X			
Stooping			X			
Kneeling				X		
Crouching				X		
Crawling		X				
Reaching				X		
Handling				X		
Grasping				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	
Close and Distance Vision					X	

*The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Environment

These volunteers perform activities in both indoor and outdoor environments. Possibility of being exposed to hazardous chemicals, bodily fluids, and loud noises.

*The environment characteristics described here are representative of those a volunteer may encounter while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*