



Volunteer/Member Role Description

Role: Day Care Activities Assistant, St Conleth's Day Care Centre, Kildare

Our Day Care Services

SVP runs a number of services that focus on the personal, educational, physical and social development of the individual. We operate Day Care Centres for the elderly where we offer a variety of support services to older patrons of our community.

Kildare Day Care Centre offers a wide range of day activity and social care support services for older persons in the Newbridge area. This includes transport service, in house meals, day activity services that take place in the centre and a Meals on Wheels service. These activities include social, physical and educational programmes aimed at addressing the needs of our patrons. The centre is open Monday to Friday, engaging patrons from 10am to 3pm and can cater for up to 30 patrons per day.

Our aim is to provide patrons with a social environment and outlet where they engage in activities to develop skills which help improve their physical health, while keeping alive their mental capacity, as well as their physical, social and emotional wellbeing.

Overview of the Volunteer Role

Volunteers share their time, their passions, and their skills in a particular way to support patrons in their daily activities in our centre. We organize activities like physical fitness programmes, board games, cross words, quizzes, baking, bingo, music & singing, history hour, information talks as well as personal supports such as physiotherapy, chiropody, manicures and hair dressing , all of which varies over time.

Our volunteers help to organise and deliver these activities to patrons depending on their passion, skill or area of interest. Volunteers are also welcomed to provide general support and friendship to our patrons as the most important function is to support the social aspect in the group, as many of our patrons live alone and the support and care you can offer can make all the difference in their lives.

Key Tasks & Responsibilities

1. Build positive relationships with the patrons who attend the service.
2. Assist with the set-up of the room for the activities and help with the clearing up and cleaning at the end of the session
3. Assist with the organisation and the delivery of activities to patrons
4. Ensure participants are comfortable as possible and included in all activities
5. Provide a listening ear to patrons, particularly those who are vulnerable for various reasons and in need of company
6. A commitment to upholding SVP's Safeguarding policies and procedures at all times
7. From time to time, to prepare and lead an activity with an interested group (not all patrons will engage in all activities we run)- particularly if you have skills, talents and experience which you can contribute and which the group will enjoy. This will be agreed in advance with the Manager.

Key Skills, Experience & Qualities

1. A strong commitment and enthusiasm for supporting older adults.
2. An ability to express empathy and treat people with respect and sensitivity.
3. An ability to instil fun and energy when supporting older people in their daily activities



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4. Ability to relate well to people and enjoy dealing with them
5. Patience, resilience, tolerance and flexibility
6. An empathy towards the personal, social and/or physical development of the individual
7. A willingness to share your passion and particular skill if applicable to your role.

Time Commitment

The exact times and dates will be agreed between the volunteer and the programme co-ordinator. Volunteers are expected to attend the service on at least one agreed day a week. Most of our volunteers work anywhere between 1-3 hours per week but we welcome additional time when available.

Induction & Training & Support

Volunteers will complete a comprehensive induction with a designated member of the service that will include reviewing the role description, volunteer agreement, the code of conduct, general operations of the service, health and safety information, and safeguarding procedures.

Volunteers will also receive a Volunteer Handbook detailing the policies and procedures of our Service that they should familiarise themselves with.

Volunteers will also complete safeguarding vulnerable adult training.

Our Service Coordinator will provide direct support to you in your new role. There will be opportunities to debrief where you can discuss any issues that arose during the day. Other members of the team will also provide support on an ongoing basis.

Key Requirements

1. Complete the SVP recruitment process which includes the application form, informal one to one meeting, reference checks and Garda Vetting.
2. Complete the full mandatory induction training (max 2 hours) and undertake any additional training provided by the Society from time to time, only where applicable and if necessary.
3. Complete Safeguarding Training as requested.
4. Adhere to the Society's ethos, mission statement, and policies and procedures.
5. Commitment to the personal, social and/or educational development of the individual
6. Belief that the best interests of those availing of our services are paramount.

Benefits

1. The opportunity to contribute positively in the lives of older members of our community to improve their overall well being
2. Personal and professional development in terms of confidence, patience, adaptability, leadership, communication, decision-making etc.
3. General happiness and satisfaction.
4. To make a difference in the lives of others
5. An opportunity to use and develop your own skills, passions and talents.
6. An opportunity to develop friendships and meaningful relationships with like-minded peers

National Children and Family Services Coordinator can be contacted at 085 855 6334