

Volunteer Position Description

Volunteer position descriptions have been developed for each voluntary role. These include: title of the voluntary role, purpose of role, time commitment, qualifications to successfully perform role, name of the designated staff contact and details of tasks to be undertaken.

GENERAL RESPONSIBILITIES

These are required of all volunteers.

- Submit documentation of client work as required by CMCOA
- Maintain regular contact with Volunteer Coordinator
- Abide by agency's non-conflict of interest, confidentiality, and other policies

TRAINING (not required for Senior Surf Day volunteers)

- Attend initial 18 hour training to become certified as a State Health Insurance Program(SHIP) Counselor
- Participate in additional training: DHS Video conferences, SHIP quarterly update trainings, etc.

TIME COMMITMENT

- Minimum commitment of one year to program; minimum of 4 hours of service per month as needed

QUALIFICATIONS

- Interest in and commitment to helping beneficiaries and their caregivers learn more about Medicare and health insurance matters
- Sensitivity to the needs of older adults, person with disabilities, and other diverse populations
- Ability to provide own transportation to/from client homes, counseling sites, and training locations (need to provide proof of insurance and copy of drivers license)
- Successful completion of personal reference and criminal background checks
- Ability to work independently and make appropriate decisions as required
- Effective communication skills

BENEFITS

- An opportunity to share your knowledge with individuals who truly appreciate it
- Ongoing support and education
- Develop new skills through ongoing training
- Volunteer liability insurance
- Mileage and expense reimbursement

SUPERVISOR

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