



BRIDGES CENTER PROGRAM VOLUNTEER

BASIC FUNCTION:

Under the supervision of the Bridges Center Coordinator, assist staff at Bridge Center, welcome seniors to the center by having a friendly and welcoming attitude. Assist with other needed tasks as requested.

BASIC RESPONSIBILITIES:

- Greet Visitors.
- Pull files for Staff Appointments.
- Inform Bridges Staff when clients arrive for their appointments.
- Inform Bridges Staff when client walks – in for services.
- Answer phones and take messages.
- Schedule appointments.
- Check Obituary List and pull files.
- Purge files of old information.
- Potentially teach classes or participate in outreach.
- Refer complex problems or concerns to the Bridges Coordinator or Program Director.
- Maintain confidentiality and follow Alternatives Code of Ethics.
- Complete required documentation.

QUALIFICATIONS:

- Must enjoy working with the elderly population.
- Must have a commitment of a minimum of two hours a month.
- Must have good listening skills and maintain confidentiality.