

House of Mercy, Inc.

Position Description

Position: Coordinator of Volunteers and Resident Recreation

Position Summary: The individual employed as the **Coordinator of Volunteers and Resident Recreation** has primary responsibility for managing the resident recreation program at HOM, the recruitment and scheduling of volunteers and assistance in special fund raising events. From time to time the position will also assist with other tasks when the House is especially busy.

Above all the **Coordinator of Volunteers and Resident Recreation** must:

1. Be committed to the philosophies and values of the Sisters of Mercy and the House of Mercy, Inc.
2. Be comfortable with the disease of AIDS and receptive to the population at the House of Mercy who have contracted HIV/AIDS.
3. Maintain professional standards of confidentiality within and outside of the House of Mercy, Inc.
4. Be flexible in order to meet the changing needs and abilities of the residents.
5. Be willing to work as a team member and demonstrate a strong work ethic. The person must be committed to healthy communication with other staff and receptive to flexible scheduling.

Areas of Responsibility:

The **Coordinator of Volunteers and Resident Recreation** will be responsible for:

1. Development of a program that includes activities for all residents who are medically able. The program should include daily activities either at the residence or in the community.
2. Meeting with each resident to determine their areas of recreational interest.
3. Assessing the availability of resources including funds, volunteers, etc., and appropriately matching these resources with the needs and desires of the resident for recreational activities.

4. Coordinating recreational activities with the Director of Nursing and Case Management to assure that there are not conflicts with other planned activities for residents (e.g. doctors appointments, counseling sessions, physical therapy, etc.)
5. Maintains files and records reflecting resident participation in recreational activities.
6. Follows organizational procedures in requesting and documenting funds utilized for recreational activities.
7. Develops special events for residents and assists in the planning and implementation of holiday and birthday celebrations.
8. Recruits, trains, and schedules individuals and groups who volunteer their services or time to the House of Mercy.
9. Determines the desires of volunteers and matches them with the specific needs of the House of Mercy and/or individual residents.
10. Assist the President, Director of Nursing, and Director of Development in the performance of non-clinical tasks on an ad hoc basis. These will include transporting residents to doctor's offices, assisting staff with grocery shopping and cooking, performing incidental non-clinical tasks at the Residence, and assisting in fund raising events.
11. Follows all established rules, regulations, policies and procedures pertaining to residents and staff at the House of Mercy.
12. Administers the purchasing of food, food supplies, and other supplies for the House of Mercy residence by:
 - a. Determining which food to purchase based on a review of the prepared menu and input from staff and residents.
 - b. Purchasing food and other supplies from the most cost effective vendor(s). This would include discount food stores (e.g. WalMart/Sams), the food bank and other lower cost vendors.
 - c. Monitoring food and supply usage to ensure that usage is appropriate and expenses are consistent with the budget.
 - d. Managing the storage of food and supplies to ensure a proper level of inventory is maintained.
13. Assists House of Mercy in other duties as may be assigned.

Job Relationships:

Responsible to: Primarily, Director of Nursing and Case Management
Secondary, Director of Development

Employee's Supervised: None

Interrelationships: Staff, Volunteers, and Residents

Physical Demands and Working Conditions:

Must continuously have use of both hands and all fingers, speak clearly, hear, see close-up at less than 20", and at a distance of more than 20 feet. Requires frequent standing and sitting. Requires occasional irregular hours worked, especially during special events, fieldtrips, etc. Typically involves inside work with occasional exposure to intermittent noise and other general office conditions. During some events and fieldtrips there will be outside work although of a limited nature.

Job Qualifications (minimum)

Education: College Degree or High School Degree with applicable experience

Experience: None required, but must complete state required training (60 hours) in Activity Coordination within nine months.

Skills: The individual should possess good organizational skills, proficiency in Microsoft Word or equivalent.

Approved By: _____ Date: _____

Employee's Signature _____ Date: _____