



## 12 SAMPLE VOLUNTEER POSITION DESCRIPTION

### Community Based Seniors Services (CBSS) Programs

These sample volunteer position descriptions are an **optional** and **adaptable** resource for partners supporting the CBSS sector.

A helpful resource for learning how to construct appealing volunteer opportunities for iVolunteer: [Crafting Compelling Volunteer Opportunity Descriptions](#)

#### Further support is available!

- Do you want help to create an attractive and accessible CBSS volunteer opportunity or position description?
- Do you want support to adapt one of these sample position descriptions?
- Do you want to maximize the functions on your organization's iVolunteer profile?

#### We'd love to help!

Contact: Amanda Marchand. [amandam@uwbc.ca](mailto:amandam@uwbc.ca) | 604.708.4053 | Volunteer Coordinator, Volunteer Management Team, United Way British Columbia.

#### Adaptable CBSS Volunteer Position Descriptions:

- Friendly Visiting
- Supported Transportation
- Grocery Shopping and/or Grocery Delivery
- Yardwork
- Handy Home Help
- Digital Literacy
- Caregiver Support Mentor
- Tea and Coffee Social
- Seniors Lunch
- Community Resource Navigator
- Creative Crafting
- Games Activities



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Title:

## Friendly Visiting with Seniors in [geographical area]!

Description Content:

### About this initiative

[Organization's Name/Program's Name] volunteers play a social role for seniors living in the following areas: [geographical regions]. Our Better at Home programs support seniors with simple, day-to-day tasks, allowing them to live independently and remain connected to their communities. As seniors seek to age in place, they can sometimes lose connection with friends and family. By connecting with seniors for some friendly company, caring volunteers can significantly reduce feelings of isolation and loneliness, making a real difference in a senior's life.

### What you will be helping with:

- Meeting with a senior 1-2 times monthly in person and/or by phone.
- Collaborating with the senior to plan the activity you want to do together.
- Simple activities could include having friendly conversations, walking in the neighbourhood, colouring, simple art projects, baking, having coffee or tea, playing cards or a game, reading, watching TV and talking about the program afterward, and connecting the senior with community resources.

### Other Helpful Information:

- We work with your availability.
- This volunteer role would be a good fit for those with some free time during daytime hours and who enjoy spending quality time with others.
- Training and ongoing support provided, including [specific training and support details].
- Mileage reimbursement: [conditions for mileage reimbursement].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Better at Home coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].



- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process [approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

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Title:

## Supported Transportation for Seniors in [geographical area]!

Description Content:

### About this initiative

[Organization's Name/Program's Name] volunteers help seniors who live in the following areas: [geographical regions]. Our Better at Home programs support low or modest-income seniors with simple, day-to-day tasks that allow them to live independently and remain connected to their communities.

### What you will be helping with:

- Driving seniors and assisting them to get to their medical or other essential appointments.
- Picking the seniors up after the appointment to take them home.
- In some cases, a senior may need extra support. You may walk them to the reception desk and pick them up at the reception desk afterward.
- Volunteers do not attend medical appointments.

### Other Helpful Information:

- We work with your availability.
- Must have a valid BC Driver's License.
- Must own or have access to a vehicle in good operating condition.
- Must have adequate insurance coverage (more information available).
- Driver's Abstract indicating a safe driving record.



- This volunteer role would be a good fit for those with some free time during daytime hours.
- Training and ongoing support provided.
- Mileage reimbursement: [conditions for mileage reimbursement].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Better at Home coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

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Title:

**Grocery Shopping and/or Grocery Delivery for Seniors in [geographical area]!**

Description Content:

### About this initiative

[Organization's Name/Program's Name] volunteers help seniors who live in the following areas: [geographical regions]. Our Better at Home programs support low or modest-income seniors with simple, day-to-day tasks that allow them to live independently and remain connected to their communities.



### What you will be helping with:

- Grocery shop for a senior's needs. Volunteers receive a list and have 1-3 days to complete the shop and deliver it to the senior's home.
  - [Insert any information about how the financial aspects are managed. Does a volunteer have to pay upfront and get reimbursed, for example?].

### Other Helpful Information:

- We work with your availability.
- In most cases, you must have access to a vehicle; however, some may be accessible by bike or transit.
- This volunteer role would be a good fit for those with some free time during daytime hours.
- Training and ongoing support provided, including [specific training and support details].
- Mileage reimbursement: [conditions for mileage reimbursement].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Better at Home coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [ approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

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Title:

Yardwork for Seniors in [geographical area]!

Description Content:



## About this initiative

[Organization's Name/Program's Name] volunteers help seniors who live in the following areas: [geographical regions]. Our Better at Home programs, designed to [specific program objectives], support low or modest-income seniors with simple, day-to-day tasks that allow them to live independently and remain connected to their communities.

### What you will be helping with:

- Light yard work on a [specific season] basis, including [specify types of yard work].
- Activities could include raking leaves, mowing lawns, snow removal and general clean-up.
- If you are a gardener with specific skills and interests you wish to contribute, such as pruning shrubs or cleaning up garden beds, let us know. We may have seniors who need your skills.
- The volunteer role would be a good fit for those with some free time during daytime hours and who enjoy physical work outside.

### Other Helpful Information:

- We work with your availability.
- This volunteer role would be a good fit for those with some free time during daytime hours and who enjoys physical activity.
- Training and ongoing support provided, including [specific training and support details].
- Mileage reimbursement: [conditions for mileage reimbursement].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Better at Home coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].



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Title:

## Handy Home Help for Seniors in [geographical area]!

Description Content:

### About this initiative

[Organization's Name/Program's Name] volunteers help seniors who live in the following areas: [geographical regions]. Our Better at Home programs support low or modest-income seniors with simple, day-to-day tasks that allow them to live independently and remain connected to their communities.

### What you will be helping with:

- We match you with a senior in our community who needs a handy person to do some light work in their home.
- Activities could include changing light bulbs, cleaning windows, assembling furniture, minor wall repair, and maintenance tasks.

### Other Helpful Information:

- We work with your availability.
- This volunteer role would be a good fit for those with some free time during daytime hours.
- Training and ongoing support provided, including [specific training and support details].
- Mileage reimbursement: [conditions for mileage reimbursement].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Better at Home coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].



- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [Enter: approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

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Title:

## Digital Literacy for Seniors in [geographical area]!

Description Content:

### About this initiative

[Organization's Name/Program's Name] volunteers help seniors who live in the following areas: [geographical regions]. Our Digital Learning programs are designed to enable older adults to participate in online activities supporting healthy aging. Practical access to technology for seniors experiencing social isolation can significantly enhance their quality of life.

### What you will be helping with:

- We match you with a senior in our community who needs support to learn basic digital technology.
- Activities could include providing basic technology tutorials on iPads, tablets, computers, laptops, smartphones and social media features.
- Sessions are typically [xx] minutes in length.
- Volunteers don't offer prolonged tutoring sessions, specialized technology support or computer repair.

### Other Helpful Information:

- We work with your availability.





- This volunteer role would be a good fit for those with basic digital skills, who are patient and understanding, and who have free time during daytime hours.
- Training and ongoing support provided, including [specific training and support details].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Volunteer Coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [Enter: approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

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Title:

## Caregiver Support Mentor for Family Caregivers in [geographical area]!

Description Content:

### About this initiative

[Organization's Name/Program's Name] volunteers help caregivers who live in the following areas: [geographical regions]. Our caregiver support programs provide personalized resources for family caregivers, including emotional support, healthcare system navigation, connection to community services, and caregiver skills and knowledge enhancement.

### What you will be helping with:

- Caregiver support volunteers will preferably be experienced caregivers (current or former) who mentor less experienced peers. Volunteers share caregiving information and knowledge while providing compassionate emotional support to family caregivers.



- Activities could include meeting family caregivers on a one-to-one basis in person or by phone to provide support and facilitating caregiver support group meetings.
- Volunteers provide nonjudgemental and compassionate emotional support and are trained to give connection to community services, support caregiver skill development and primary healthcare system navigation.
- Assess caregiver's risk using the agency's assessment and intervention protocols.

### Other Helpful Information:

- We work with your availability.
- This volunteer role would be a good fit for those with some free time during daytime hours.
- Training and ongoing support provided, including [specific training and support details].
- This role is ideal for a volunteer who has current or previous family caregiving experience, who has strong listening skills and who can uphold a positive and caring disposition.

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Volunteer Coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [Enter: approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

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Title:

Tea and Coffee Social for Seniors in [geographical area]!

Description Content:

About this initiative



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[Organization's Name/Program's Name] volunteers help seniors who live in the following areas: [geographical regions] to be more socially connected. Our organization hosts regular tea and coffee socials for seniors, providing opportunities for social connection, friendship and belonging.

[Insert more details on activity]

### What you will be helping with:

- Serve coffee and tea to seniors
- Socially connect with seniors and help them feel included
- Facilitating social connection between seniors
- Supporting kitchen staff with kitchen duties such as dishwashing, set up and take down (according to your physical ability).

### Other Helpful Information:

- We work with your availability.
- This volunteer role would be a good fit for those with some free time during daytime hours.
- Training and ongoing support provided, including [specific training and support details].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Volunteer Coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [Enter: approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

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Title:

Lunch Support Volunteer for Seniors in [geographical area]!



## Description Content:

### About this initiative

[Organization's Name/Program's Name] volunteers help seniors who live in the following areas: [geographical regions] become more socially connected. Our organization hosts regular lunches for seniors [describe lunch program], providing opportunities for social connection, friendship, belonging, and healthy nutrition.

### What you will be helping with:

- Serving lunch to seniors
- Socially connect with seniors to help them feel included
- Engaging in conversations with seniors in attendance.
- Supporting kitchen staff with kitchen duties such as dishwashing, set up and take down (according to your physical ability).

### Other Helpful Information:

- We work with your availability.
- This volunteer role would be a good fit for those with some free time during daytime hours.
- Training and ongoing support provided, including [specific training and support details].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Volunteer Coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [Enter: approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].



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Title:

## Community Resource Navigator for Seniors in [geographical area]!

Note: this volunteer position may have different titles based on organizational preference. It is sometimes called an **Information and Referral Advisor**.

Description Content:

### About this initiative

[Organization's Name/Program's Name] support seniors who live in the following areas: [geographical regions]. Our support programs provide personalized resources to seniors that connect them to community services and government benefits. The program supports vulnerable seniors in developing their confidence and skills to effectively speak and act for themselves, gather information, and resolve challenges to be self-reliant in the long term.

The Community Resource Navigator for Seniors will assist seniors one on one (either by phone or in person) to provide direct support around accessing services for seniors.

### What you will be helping with:

- Meeting seniors on a one-to-one basis in person or by phone.
- Provide nonjudgemental and compassionate support so seniors can identify and resolve their challenges. Empower seniors to make decisions navigating government services, nonprofit programs and public systems (for example, transportation).
- Help seniors build an action plan for changes they want to make.
- Building a warm connection to community services so that a senior is supported to make positive change.
- Assess senior's risk using the agency's assessment and intervention protocols.
- With permission, liaise on behalf of clients with agencies.
- Assist seniors with the completion of forms and applications.

### Other Helpful Information:

- We work with your availability.
- Regular check-ins with staff to provide updated training.



- This volunteer role would be a good fit for those with some free time during daytime hours who are familiar with or willing to learn basic computer use, including the Internet, Word, and Excel.
- Training and ongoing support provided, including [specific training and support details].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Volunteer Coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [Enter: approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

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Title:

## Creative Crafting for Seniors in [geographical area]!

Description Content:

### About this initiative

[Organization's Name/Program's Name] volunteers help seniors who live in the following areas: [geographical regions] to be more socially connected. Our organization hosts regular activity events for seniors, providing senior participants an opportunity to get creative together and make crafts. These activities offer opportunities for social connection, friendship and belonging.

[Insert more details on activity]



## What you will be helping with:

- Setting up crafts before seniors arrive
- Supporting seniors with simple craft-making activities (craft materials and instructions are provided)
- Socially connecting with seniors and helping them feel included
- Facilitating social connection between seniors
- Note: if you have a particular interest in crafting, we are looking for a volunteer to work with our program coordinator to help design upcoming crafting activities.

## Other Helpful Information:

- We work with your availability.
- This volunteer role would be a good fit for those with some free time during daytime hours.
- Training and ongoing support provided, including [specific training and support details].

## Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Volunteer Coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [Enter: approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

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Title:

Games Activities for Seniors in [geographical area]!

Description Content:

About this initiative



[Organization's Name/Program's Name] volunteers help seniors who live in the following areas: [geographical regions] to be more socially connected. Our organization hosts regular activity events for seniors, providing senior participants an opportunity to get creative together to play various games, including bingo, simple group games, card games and some board games [describe the kinds of games that are offered]. These activities provide opportunities for social connection, friendship and belonging.

[Insert more details on activity]

### What you will be helping with:

- Setting up games before seniors arrive
- Supporting seniors to play games
- Socially connecting with seniors and helping them feel included
- Facilitating social connection between seniors

### Other Helpful Information:

- We work with your availability.
- This volunteer role would be a good fit for those with some free time during daytime hours.
- Training and ongoing support provided, including [specific training and support details].

### Interested? Next Steps:

- Hit the respond button!
- Learn more about the volunteer opportunity by meeting with our Volunteer Coordinator in person or by phone. To schedule a meeting, please contact [staff contact name] at [contact information].
- Complete a criminal record check – vulnerable sector. This is a standard procedure to ensure the safety and well-being of our seniors. The check can be completed online through the iVolunteer site or with our organization.
- Complete the orientation process: [Enter: approximate length of time commitment].

You can apply for this opportunity through iVolunteer by hitting respond or contact us directly at [contact's name and information].

