



Volunteer Position Description

Position Title: ElderFriends Visiting Volunteer

Purpose: To provide companionship and build social connection with an older adult who is experiencing isolation, loneliness, and a lack of social support.

Time Commitment: A minimum of two visits per month for one year. Visiting schedule is flexible and specific time/dates are to be arranged with the assigned elder.

Duties and Responsibilities:

- Attend training session prior to beginning volunteer duties
- Visit assigned elder at least twice monthly. If unable to visit in-person, contact elder by phone or through correspondence.
- Engage in outreach and advocacy with the elder, his/her social service network, and the ElderFriends staff.
- Maintain regular communication with the ElderFriends staff regarding progress of relationship and any changes in the elder's or volunteer's circumstances.
- Complete and return quarterly reports.
- Adhere to ElderFriends rules and procedures, as described in training and volunteer manual.

Qualifications:

- Desire to establish friendship with an isolated elder
- Effective communication skills with assigned elder and ElderFriends staff
- Ability to listen attentively and initiate conversation
- Sensitivity to needs of elder facing difficult life circumstances
- Ability to fulfill time commitment
- Successful completion of relevant background check(s)
- Minimum age of 18

Inappropriate Activities:

- Receiving large gifts, borrowing money, or borrowing material items.
- Lending money.
- Providing financial, banking, or legal assistance.
- Providing tax assistance.
- Acting as representative payee, conservator, legal guardian or power of attorney.
- Performing any type of assistance for pay (e.g. household, financial or transportation assistance).

Reports to: ElderFriends staff

Position description reviewed and understood

Volunteer signature: _____ Date: _____

Agency signature: _____ Date: _____