

General Requirements:					
<i>Be sensitive to the needs of older and/or disabled persons</i>			<i>Maintain confidentially</i>		
<i>Have good communication skills</i>			<i>Complete Volunteer Educaiton Course</i>		
<i>Be punctual</i>			<i>Complete and submit Service Record after each service</i>		
<i>Be a good listener</i>					

Transportation	Friendly Visits Respite Care	Errands/Shopping	Household Chores	Coordinator	Office
Clear and safe driving record	Patience	Attention to detail		Excellent telephone skills	Ability to follow instructions
Current Drivers' License	Ability to remain calm			Community Resource knowledge	
Current Auto Insurance	Adaptabiliy			Volunteer and Skills knowledge	
Auto maintained in good condution				Complete Coordinator Class	
Drive Neighbors to:	Visits to Neighbors may include:	Pick up & Deliver	In-home or Outside Chores	Match Service Requests with Volunteers	Miscellaneous
Medical appointments	Conversation	Prescriptions	Dishes, general tidying	Receive calls from Neighbors	
Personal appointments	Reading	Groceries	Light housekeeping	Contact Volunteers	
Shopping	Writing letters	Other items	Raking leaves	Provide specific info	
Errands	Short walks	Deliver to Neighbors	Minor repairs	Complete Activity Sheets	
Visits to family members				Send to next coordinator	