



# Volunteerism

— AT SOUTHWEST HEALTH —

*Make Your Mark*

**DEPARTMENT:** Epione Pavilion Activity Department

**JOB TITLE:** Crafts & Decorations Volunteer

**REPORTS TO:** Epione Pavilion Activity Department

## **ROLE SUMMARY:**

The Crafts & Decorations volunteer is responsible for assisting the Epione Pavilion Activity Department by identifying and assisting with craft projects. The Crafts & Decorations volunteer will also facilitate craft group.

## **JOB QUALIFICATIONS:**

- A. Strong written and verbal communication skills.
- B. Possess exceptional interpersonal and organization skills while demonstrating good work ethics, leadership and performance.
- C. Must be a team player as well as independent.
- D. Basic understanding of computers.

## **ESSENTIAL FUNCTIONS:**

When interacting with employees, other volunteers, patients and the general public, portrays a professional, confidential, honest, fair, and respectful manner.

Organizes, sets up, and leads weekly crafts for residents.

Requests and uses feedback from participants.

Transports residents to and from activity centers and other locations where crafting is held.

Enthusiasm while participating in and promoting crafting.

Easily explains and demonstrates how crafts are done. The volunteer should also willingly help the residents with their crafts.

Hangs decorations or crafts throughout facility.

## **PHYSICAL REQUIREMENTS:**

### **Continuous Demands (61%-100% of the time)**

- Simultaneous use of hand, wrist, and fingers
- Use of oral communication to perform work

*With us, it's always personal*



# Volunteerism

— AT SOUTHWEST HEALTH —

*Make Your Mark*

- Sitting or standing for extended periods
- Walking with patients to and from rooms
- Reaching and stretching arms above head to access crafts
- Pushing/lifting 30+ pounds

## **Frequent Demands (31%-60% of the time)**

- Bending over to perform certain duties
- Requirements for far acuity, sharpness of vision and distinguishing colors

## **Occasional Demands (1%-30% of the time)**

- Standing, bending, climbing and crawling

## **ENVIRONMENTAL CONDITIONS:**

- Exposure to noise, dirt/dust, crafting products (i.e. glue, glitter), and outside elements

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.

---

Volunteer Name

---

Volunteer Signature

---

Date

**\*\*\*Activities are based on resident's preferences, needs and abilities\*\*\***



**Southwest**  
—HEALTH—

1400 East Side Road, Platteville, WI 53818

p.608.348.2331

f.608.342.4713

[southwesthealth.org](http://southwesthealth.org)