



# Volunteerism

— AT SOUTHWEST HEALTH —

*Make Your Mark*

**DEPARTMENT:** Epione Pavilion Activity Department

**JOB TITLE:** Ladies Club Volunteer

**REPORTS TO:** Epione Pavilion Activity Department

## **ROLE SUMMARY:**

The Ladies Club Volunteer is responsible for assisting the Epione Pavilion Activity Department in identifying or creating activities for women to enjoy.

## **JOB QUALIFICATIONS:**

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

## **ESSENTIAL FUNCTIONS:**

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

Creates and facilitates weekly activities for the Ladies Club.

Requests and uses feedback from participants of the club.

Transports residents to and from activity centers and other locations where activities are held.

When participating in activities, promotes enthusiasm.

## **PHYSICAL REQUIREMENTS:**

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

- Operation of standard office equipment (i.e. computer, telephone)
- Simultaneous use of hand, wrist, and fingers
- Use of oral communication to perform work
- Sitting for extended periods
- Walking for extending periods

*With us, it's always personal*



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

- Pushing/lifting 30+ pounds
- Reaching and stretching arms above head to access files or other resource information
- 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, 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.

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Volunteer Name

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Volunteer Signature

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Date

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



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