

## City of Lakewood Volunteer Job Description

**Department: Community Resources**  
**Division: Recreation**  
**Committee: RISE Program Volunteer**  
**Last Updated: December 1, 2011**



### Committee Leadership

RISE Program Coordinator  
Mark Snow  
(303) 987-4869  
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### Schedule

RISE Program volunteers can work a variety of RISE Programs depending on the need and their interest.

### RISE Volunteer Purpose

- Assist with program preparations as assigned (photocopying, supply set up, etc)
- Assist RISE staff in leading recreational activities with children, youth and young adults with disabilities.
- Serve as a role model for participants: maturity, good sportsmanship, caring, sharing, honesty, enthusiasm, compassion, and sense of humor.

### Responsibilities

- Participate in all RISE activities with the participants with an enthusiastic attitude.
- Responsible for helping with the daily needs of the participants assigned to your group. This may include feeding, pushing wheelchairs, and helping with other personal needs with the supervision of other RISE Staff.
- Complete tasks and jobs as assigned by RISE Staff.
- Administration must be notified **two weeks in advance** before the end of your volunteer duties concerning any paperwork that needs to be filled out by administration. (Community Service requirements, Letters of Recommendation, Volunteer Documentation for a class, etc). Requests for Letters of Recommendation must be **in writing** and submitted to the RISE Staff well in advance of the date needed.

### Qualifications

- Experience or willingness to work with people who have a variety of physical, emotional, behavioral, and developmental disabilities.
- Experience or willingness to learn about indoor and outdoor, individual and group recreational skills and activities.
- Ability to problem solve with and for the participants when necessary.
- Ability to work with all ability levels in a caring, consistent, and non-judgmental fashion.
- Ability to adhere to risk management policies with the RISE Program and manage risk whenever possible.
- Experience or willingness to learn about appropriate behavior management techniques.
- Demonstrate good listening and communication skills.
- Ability to work as a team member with other staff.
- CPR and First Aid Certification preferred, but not required.
- Must be 14 years of age or older to volunteer with the RISE Program.

- Able to lift or assist in lifting 50 lbs. (safely lift a wheelchair or individual in and out of their wheelchair).
- Ability to report to the RISE Program staff with questions, problems, or concerns.

## Training

Attend and participate in a mandatory volunteer training.

## Dress Code

- **Close-toed shoes must be worn at all times while at camp.** Water shoes or secure sandals with heel strap (preferably no flip flops or crocs) are allowed at the pools.
- Cutoffs, short shorts, short skirts, and low-neck lines are not permitted. Shorts for both men and women should be neat, clean and at a minimum of mid leg length (no behinds or boxers/briefs should be hanging out).
- Underwear, midriffs, and cleavage should not show.
- Shirts for both men and women should be neat, clean and offer full coverage of the individual.
- Women may not wear string tank tops. Bras must be worn at all times due to the activities required to do the job.
- Clothing should not be torn or frayed. All clothing must be free of graffiti, ads for alcohol/tobacco, any tears, or curse words.
- Ball caps or other headwear should not be worn in buildings. Only City issued headwear can be worn while working outdoors.
- Clothing should not serve as a billboard for products other than Lakewood Recreation.
- Flip flop sandals are not permitted at Camp Paha.
- Hair should be kept clean, out of eyes, and a color that is acceptable to your supervisor.
- Visible body piercings are not permitted. Piercings of the body are limited to ears for both women and men; all others must be removed or concealed. This is for safety reasons. Dangling earrings are discouraged. The City of Lakewood is not responsible for injuries incurred in piercing sites not in their ears. (i.e. a camper pulls a ring out of a nose or eyebrow piercing.)
- Tattoos that are rated G are permitted in public view, all others must be concealed.
- Odors such as smoke and perfume should be minimal so as to avoid being offensive to those who work and recreate around you as well to protect campers who have sensitive breathing issues.
- Swimsuits must be worn at the pool. Women must wear one piece suits with full coverage. Men must wear swimsuits with drawstrings. Only white t-shirts with no designs are allowed in city pools. No Speedos, jammers or briefs or two-piece swimsuits. Women's suits that tie in a knot at in point (to hold the swimsuit on) **must be sewn closed.** This is to prevent the knot from being accidentally undone.

## Work Environment

- Hours will vary depending on your availability and desire to work. Volunteer schedules will be determined at the start of a program and maintained throughout the year. Scheduling must be coordinated through the RISE Program Staff.
- Changes in daily schedule may develop because of weather, transportation, participant behavior, etc. so flexibility is appreciated.
- Volunteers are not allowed to use personal cell phones (calls, texting, etc.) while working as a volunteer. Volunteer's attention will be on the participants at all times. (Please Note: RISE Staff use cell phones for direct RISE program business).

**Punctuality and Absenteeism**

- If the volunteer is going to be late or miss a scheduled assignment, they must contact the RISE Program staff prior to their shift.