



Volunteer Title: Client Holiday Party Planner

Department: Shamrock Day Treatment Program

Time: On assigned date (varies) from 1:00-3:30pm, all shifts must be pre-scheduled.

Reports to: Development Specialist

Summary of Position

- Hosting a themed party for clients at the Shamrock Club day treatment center by providing decorations, snacks, and leading activities. **Holidays typically celebrated include** Valentine's Day, St. Patrick's Day, Easter/Spring, Patriotic/Summer, Halloween, Thanksgiving and Christmas. On average, about 50 Shamrock clients attend the parties.

Duties and Responsibilities of Position

- Arrive promptly to set up, sign timesheet at front desk, and wear volunteer badges
- Provide needed supplies for party: themed decorations, cups/plates/napkins, plastic table clothes for 8-10 tables, a healthy snack (i.e. popcorn, granola bars, and pretzels), a sweet treat, and drinks. Any loose foods should be provided in individual bowls.
- Have an activity planned for the clients to participate in, such as bingo, relay races, Pictionary, etc. The department has a bingo game available for use.
- Optional goody bags with personal care items, socks, toothbrushes, etc.

Skills & Attitude

- Respect all agency policies, such as client confidentiality, standards of conduct, etc.
- Demonstrate understanding and empathy for the needs of clients
- Show kindness towards everyone in attendance, be conversational and polite

Dress Code

- No sleeveless shirts, conservative length shorts or skirts; no clothing displaying offensive language and/or alcohol marketing, do not wear jeans or pants with holes, closed toe shoes

Physical Requirements

- Be able to stand and walk around for an extended period of time
- Appropriate communication skills
- Ability to see within normal parameters, handle physical movement and tasks

Age requirement policy: Minors must be at least 16 years old to volunteer independently; minors 14-15 years old must be accompanied by an adult chaperone while volunteering.

For scheduling a volunteer opportunity or additional questions, contact:

Samantha Decker | Development Specialist

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