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Strengthening Communities, Empowering People

Job Title: Wellness Program Volunteer
Department: Area Agency on Aging (AAA)
Reports to: AAA Program Development Specialist
Prepared by/Date: Program Development Specialist, 09/06/2013 (updated 5/22/18)
Approved by/Date: Executive Director

Summary:

Under the supervision of the Program Development Specialist, a Wellness Program Volunteer will conduct free health promotion/education programs targeting older adults age 60+. Volunteers are trained and certified to provide health promotion programs to the public, or may assist with certain programs. All training and program materials are provided by WACOG Area Agency on Aging.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing agency practices. These specifications are intended to present a descriptive list of the range of duties performed by employees in the class and are not intended to reflect all duties performed within the job.

1. Complete volunteer training, including instructor certification for selected health promotion programs. Instructor training is conducted online for some programs and in person (in groups) for others. Some health promotion programs have the opportunity to volunteer as an Assistant, which does not require instructor certification.
2. Instructors ensure that all participant and workshop forms are completed. Assistants support this task.
3. Instructors and Assistants comply with all pertinent policies and procedures set forth by WACOG AAA and the host site of the program to ensure fidelity to the health promotion program and safety of participants.
4. Instructors report to AAA Program Development Specialist monthly on workshops and attendance.
5. Instructors report to AAA Program Development Specialist problems with participants and/or workshop.
6. Instructors and Assistants maintain the confidentiality of participant records and personal information.

Time Commitment:

Instructors must complete program training (ranging from 2 hours to 4 days). Instructors commit to schedule and conduct the full workshop at least twice, and at least once every six months, for any program in which they are trained. Assistants commit to attend at least 50% of classes in two workshop series. Specific hours of service are coordinated with the AAA Program Development Specialist.

Qualifications:

To perform this job, an individual must be personable and able to work well with others. Have the ability to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, demands and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Reasoning Ability:

- 1. Ability to keep participants engaged in workshop material.
- 2. Ability to follow wellness program curriculum.
- 3. Ability to identify and solve problems tactfully.

Required Skills, Abilities, and Knowledge:

- 1. Ability to work with other workshop instructors, participants, and Senior Center Staff.
- 2. Ability to be reliable and punctual.
- 3. Interest in health education and health promotion.
- 4. Ability to communicate effectively both verbally and in writing. Ability to speak Spanish is desirable.
- 5. Must be able to keep participant records accurately.
- 6. Ability to learn program curriculum and conduct workshops.
- 7. Ability to be sensitive to information shared during workshops.
- 8. Ability to handle all situations with tact and remain impartial.
- 9. Interest in and committed to serving the older population and disabilities.

Physical Demands:

The duties of this position require frequent sitting, standing, bending and reaching. May require lifting or moving objects up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, copy machines, calculators, telephones and other office equipment. Requires normal range of hearing and vision.

Mental Demands:

The mental characteristics necessary to competently perform the duties of this position involve the occasional need to be creative and imaginative; ability to give, receive and analyze information; formulate work plans; the frequent need to instruct, persuade and negotiate; and the continuous need to be resourceful in solving problems.

Work Environment:

While performing the duties of this position, the volunteer works in an air-conditioned, non-smoking office environment. The noise level varies but is generally quiet.

Other Qualifications:

- 1. Valid Arizona Driver License
- 2. MVR report of acceptable driving record
- 3. Proof of vehicle liability insurance
- 4. Proof of employment eligibility in accordance with Immigration Act of 1987 and subsequent revisions.
- 5. Level One Fingerprint Clearance as required by DES
- 6. Complete Criminal History Affidavit
- 7. Must be 18 years of age or older
- 8. Must pass a Request for Search of Central Registry for Background Check
- 9. Complete a Direct Service Position Form

Signature: _____

Date: _____

Name: _____

With my signature, I acknowledge reading the Wellness Program Volunteer job description and understand the essential duties and responsibilities of this position.

Revised By / Date: Program Development Specialist, L. Falender; 9/28/2017

Approved By/ Date: Operations Manager, K. Julle; (Date Pending)