

Valhalla Residence:

Valhalla Residence is a 19-bed transitional shelter for medically frail, homeless Westchester residents. The facility provides a structured case management approach for residents who are medically and psychologically challenged.

Volunteer Position: Recreation Assistant

Contact: Lauren Lashley - (914) 345-0310

Purpose of Job: Assist recreational staff in developing, creating and implementing educational and motivational activities for the clients.

Commitment Required: A minimum commitment of two hours a week for a three month period. Volunteer opportunities will be available Monday to Friday from 9:00 a.m. – 5:00 p.m.

Duties May Include But Are Not Limited To:

- Assist recreation staff in planning activities for the clients to be conducted at the facility and/or in the community.
- Prepare for specific activities by obtaining the necessary approval and certificate of liability required.
- Prepare for specific activities by obtaining the necessary supplies required.
- Coordinate transportation admission fees, etc. for activities outside of the facility.
- Work closely with staff to ensure adequate coverage for clients when planning trips.
- Post events in a timely fashion

Qualifications Needed:

- Previous experience planning recreational activities for adult men and women preferred
- Must be flexible and able to adapt to changing situations
- Must be 18 years or older
- Must be reliable, responsible, organized, and detail oriented
- Must be able to give instructions and carry out plans.

Training/Orientation Provided

Training and orientation are designed to meet the individual requirements of Recreation Activities Coordinator. A program tour and orientation of Volunteers of America will be provided.

Location of Job: Westchester Medical Center Campus – Sunshine Cottage Road/Hammond House Road. Valhalla New York, 10595 (Close to route 9A Entrance of the Campus)

Volunteer Benefits

- Opportunity to give back to the community
- Invitations to volunteer appreciation events
- Free parking
- Subscription to *Everyday Miracles*, Volunteers of America's bi-annual newsletter