Volunteer Job Description

**Position:** Para Support Volunteer

**Location:** Central Library

443 N. 6th Street

Grand Junction, CO 81501

**Position Purpose:** The purpose of this position is to assist individuals with disabilities in a library volunteer role in a 3:1 support setting. As a Para Support Volunteer, you will help provide assistance with volunteer tasks, promote inclusivity, and support individuals in their learning and personal development. This is a rewarding opportunity to be part of a dedicated team that values the contributions of its volunteers.

**Supervisor:** Volunteer Coordinator

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

* **Assist with daily volunteer tasks:** Provide support to individuals with disabilities as needed is a 3:1 support setting.
* **Promote inclusion:** Foster an inclusive and positive environment by encouraging participation in group activities, games, and learning sessions.
* **Provide physical and emotional support:** Offer assistance with mobility, communication, and personal care (if applicable) in a respectful and supportive manner.
* **Collaborate with staff and family:** Work closely with staff, teachers, or caregivers to ensure the individual’s needs are being met and provide feedback or suggestions when necessary.
* **Ensure safety and well-being:** Assist with maintaining a safe environment for individuals and ensure that safety protocols are followed.
* **Encourage independence:** Support individuals in developing new skills and gaining greater independence, while providing encouragement and guidance.

Qualifications (minimum experience, skills, education, knowledge):

* **Compassionate and patient:** Ability to approach individuals with empathy and understanding.
* **Good communication skills:** Comfortable advocating for individuals with diverse needs and abilities.
* **Reliable and punctual:** Consistent attendance and commitment to the volunteer role.
* **Ability to work as part of a team:** Work collaboratively with other library volunteers and staff.

Requirements:

* Must be at least 18-years-old
* Meeting with Volunteer Coordinator, review of handbook, signed waivers
* Orientation & Training with staff before first shift