



## **Volunteer Agreement and Description**

### **1. You are a volunteer.**

The position of activity aide at Mindful Care is a volunteer role. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work. Mindful Care does not intend to have any employment or contractual relationship. You will not be considered an employee, independent contractor or consultant at Mindful Care. If this changes at any time, and there is a possibility that you might undertake paid work for the organization, or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

### **2. What can you expect when volunteering at Mindful Care?**

Mindful Care provides a year-round, 5 day-per-week adult daytime activity program for people age 55+ who are suffering from memory loss, social isolation, and other health challenges. Family caregivers have relief from their continuous caregiving duties while our trained staff provides enjoyable activities for their loved ones at an affordable fee. The program supports elders by promoting memory and cognitive function, and sustaining physical wellness. Personal/medical care is not provided by the staff.

Our intention is to provide participants with fun and companionship and a chance to have an improved quality of life by attending our program.

### **3. Age Requirements for Volunteering**

All volunteers must be 18 years of age. However, there are **notable exceptions** according to the Department of Human Services.

1. A person under the age of 14 cannot volunteer for Mindful Care.

2. A person under 18 (14-17) may volunteer if he or she is enrolled in a vocational education program, job training or other health-career development program, which is part of the curriculum of an accredited high school. This person must be under the supervision of a full-time staff member or another adult and may volunteer on a part-time or temporary basis only.
3. Students ages 14-17 who are enrolled in high school may provide “companionship services” for program participants—and may provide office or administrative services to the program—if under the supervision of an adult (does not need to be a parent).  
**“Companionship Services”** means they may help participants with projects, converse with them, etc.)
4. Children who are members of a choir or scout troop or some other organization visiting the program for entertainment purposes are not considered volunteers—and do not fall under any age restrictions. However, they must be accompanied by adult supervisors.

#### **4 Is training required to volunteer?**

There is no training needed for volunteering.

Mindful Care values its volunteers and we will endeavor to provide you with a written position description so you understand your role and the tasks you are authorized to perform.

#### **Duties Include:**

1. Must be able to perform required tasks of caring for elders with dementia
2. Lead/Assist with group activities
3. Assist/Set up equipment and supplies for activities and put them away afterwards
4. Sit, stand, stoop, and walk intermittently and lift objects weighing up to 20 pounds
5. Must have physical ability to perform lifting and bending for exercise games

#### **Other duties include:**

1. Must be able to speak, read, write, and understand English
2. Must possess and maintain a good reputation for honesty, integrity, and confidentiality

### **Examples of tasks that an activity aide may conduct:**

1. Assist with setting up lunch (Participants bring their lunch.).
2. Assist in planning programs for participants, which can help to provide socialization, relaxation and exercise.
3. Prepare equipment and ensure the safety of patients or participants in the activity.
4. The assistant may lead physical exercises or play physical games (horseshoes, chair exercise, bat the ball, basketball).
5. Activities may include arts and crafts, trivia, table games, outdoor activities, sports, music or drama, group discussions about news and day events.

## **5 Some examples of volunteering**

### **Entertainment Volunteers**

Volunteers share talents like playing musical instruments, singing, storytelling, painting, writing, and performing arts.

### **One-on-One Participant Volunteers**

Volunteers work with participants with special needs who require one-on-one attention because of a disability or impairment. Volunteers take a participant for a walk in the immediate area, for conversation, or reading a book. It's a time that the participant receives special attention.

### **Pet Therapy Volunteers**

Volunteers bring their pets to the adult day care center so the participants can enjoy holding or playing with the dog. The volunteer encourages participants to share stories about their former pet loved ones and to reminisce about them.

### **Dance and Movement Volunteers**

Volunteers work with small groups of participants doing simple movement exercises or seated chair dance exercises.

## **Yoga/Exercise Volunteers**

Volunteers could work the participants doing chair yoga or laughter yoga if they are knowledgeable with this.

*If you have a specific activity in mind that is not listed, please speak with the Program Director when scheduling, for the best day to perform the activity.*

## **6 What Mindful Care asks of its volunteers?**

We ask that you:

1. Support Mindful Care's aims and objectives
2. Only undertake duties you are authorized to perform and always operate under the direction and supervision of nominated staff.
3. Understand and comply with the organization's policies and procedures including: equal opportunity, health and safety.
4. Notify program director of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
5. Behave appropriately and courteously to all staff, clients and the public in the course of your role
6. Use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organization when you finish your volunteer role
7. Comply with the law at all times, and be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

## **7 Time Commitment**

1. Volunteer hours will vary.
2. Please contact the Program Director for dates and hours available, to initiate a volunteer opportunity.
3. You will be interviewed via phone to determine the best date and time for you to serve, depending on the needs of the program and the talents of the volunteer.

## **8. Liability Insurance**

Volunteers serving Mindful Care are covered under Mindful Care's liability policy (on or off the premises)—but are *not* covered under the workers compensation policy.

## **Mission Statement**

The mission of Mindful Care Adult Day Services is to help persons with Alzheimer's disease, related dementia disorders, and other frailties of age live with dignity and respect while providing relief to their caregivers and support for their families.

It is the policy of this agency to provide services to all individuals whose needs may be met by Mindful Care Adult Day Services without regard to race, creed, age, gender, national origin, or color.

## **State Licensure**

Mindful Care ADS operates the center to meet the minimum national standards for elder care. These standards relate to the facilities, staff, health and safety procedures, nutrition, staff participant ratios, and record keeping. County and city health, fire and safety offices routinely inspect New Vision Baptist Church. Mindful Care ADS is licensed by the state of Tennessee, Department of Human Services as of November 10, 2017.

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