



*Working together to provide the practical means and confidence for community members to remain in their homes as they grow older – to age in place.*

## **VOLUNTEER PROGRAM**

Thank you for your interest in our volunteer program. We hope this is the start of a long and rewarding experience for you and the Ashby Village members you meet. Please read on for an overview of what's involved in becoming an active volunteer with Ashby Village.

### **Volunteer Commitment**

Ashby Village asks that all volunteers make a commitment of at least six months (longer is accepted and encouraged!), and within that time are available to volunteer a minimum of 4 hours a week. Assignments can be regularly-scheduled, periodic or last-minute and will be assigned according to your stated availability. Dependent on the variety of requests members may have of volunteer services, there may be some weeks when a volunteer is actively involved and other weeks when there is no time required with Ashby Village.

### **Application Process**

The first step to become an Ashby Village volunteer is the completion of the Volunteer Application. Return the fully completed application to:

Volunteer Application

Ashby Village

2330 Durant Ave.

Berkeley, CA 94704

Or

[Volunteer@AshbyVillage.org](mailto:Volunteer@AshbyVillage.org)

### **Screening**

Once your volunteer application is received, you will be contacted by a member of the Ashby Village staff to schedule an in-person interview. This will take about 30-45 minutes at our offices in Berkeley. To ensure the people (volunteers) we're asking into the lives and homes of our members are appropriate for the responsibility, the essential components of the Ashby Village volunteer screening process are:

- Application
- Interview with Ashby Village staff member
- Background check
- Two personal references (not from family members)
- DMV check and proof of car insurance (for volunteers who will be driving)
- Minimum age of 14, unless volunteering in partnership with a parent/guardian
- Participation in half-day General Orientation and Training
  - Topics will include: Overview of Ashby Village, volunteer tasks and appropriate boundaries, safety assessment and potential intervention techniques, issues/challenges of aging, body mechanics (how to safely assist physically limited individuals), tracking hours, etc.
  - There will be additional, more specialized training for certain assignments (e.g. Drivers and Medical Companions)

Questions: Please contact us at [Volunteer@AshbyVillage.org](mailto:Volunteer@AshbyVillage.org) or (510) 204-9200.

## **Volunteer Opportunities**

- **Driver:** Transport (in your own car) AV members to the store, medical appointments, social engagements, faith services and on general errands. If an AV member is not able to get out, you may run errands for them, such as grocery shopping, mailing packages, picking up prescriptions, etc. The cost of gas is generally assumed by the volunteer, though can be claimed as a donation for tax purposes. Typical assignments are in and around the immediate area to as far as San Francisco (for cultural events or medical appointments). There is a minimum age requirement of 21 for this job.
- **In-home Companion (and Assistant):** Be a friendly and helpful visitor to members less able to get out of the house and/or take care of basic tasks within the home. Sit and chat, read a book together, work on a puzzle. Help with changing light bulbs, moving furniture, basic clean up (sweeping or mopping), organizing files and paperwork. As requested, be present when professional repair people are in the home. Accompany AV member(s) on walks in the neighborhood or with simple exercises inside the home.
- **Gardener:** Avid gardeners (or apartment-dwellers anxious to sink hands in dirt), can share expertise in helping with small gardening activities. These can include watering indoor and outdoor plants and gardens, weeding and planting, and recommending additions considering aesthetics, watering needs and ease of care and maintenance.
- **Handy (Wo)Man:** Perfect for the “Honey Do” person, able to fix a leaky faucet, mend a toilet, rewire an electrical fixture, get a door back on its tracks, etc. Spare members the expense of bringing in a professional by volunteering professional services.
- **Food Prep:** Cook meals for members in their homes or in yours and deliver them. Bake goodies for special occasions or just because someone’s special. Home made is tastier, healthier and makes people happier.
- **Computer Wiz:** Assist members in becoming comfortable navigating around a computer. Guide them through basic functioning glitches. Problem-solve hardware issues. Recommend various software upgrades, as appropriate.
- **Medical Companion:** This assignment requires great sensitivity to accompany members through often complex experiences, without overstepping boundaries (of support vs. influencing decisions). Assist members preparing for appointments by noting medications and dosages, compiling a list of questions for medical professionals, etc. Accompany members into medical appointments, treatments and procedures; and document information discussed (listen and take notes, remind members of questions as necessary). After appointments, help members review what was discussed or occurred. If requested by AV member, communicate medical information to their family members. **Volunteers should NOT administer or “dose out” medications** – however, they can read medication bottles to AV members as requested.
- **Pet Care:** While a member’s on vacation or in the hospital, feed the cat and fish. When a member is temporarily physically restricted (e.g. post-hospitalization), take the dog out for a walk or play with it in-home.
- **Office Support:** Ashby Village relies primarily on volunteers, including in the office. Tasks can include answering phones, contacting members and other volunteers, filing, data entry, and Web-site maintenance.

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- **Social and Cultural Programming:** Work with the Social Events Committee to plan things such as movie/theater/museum outings, educational neighborhood walks, pot-luck suppers, book clubs and readings, restaurant outings and reviews, etc.
- **Special Projects/One Time Activities:** This classification is perfect for youth/college and other groups looking for one-time projects to do as a group. Possibilities include planning and managing social events (e.g. Village Holiday Party), fundraisers, neighborhood-wide garden beautification, and more.
- **Committee Membership:** Serve on one of the standing member committees to provide direction and support programs in a number of areas to include – Marketing, Membership, Provider Services, and Social Events (see above).
- **Exercise Leaders:** Lead groups in members' homes or work with individual members to assist them in increasing and/or maintaining a certain level of physical activity. The exercise and movement depends on the volunteer's abilities and the members' requests. Can include yoga, Tai Chi, walking, jogging, weights, meditation, etc. – let us know what you have to offer!