



Therapy Department General Assistant Volunteer

Supervisor: Outreach & Communications Manager

Basic Functions: As a Therapy Department General Assistant volunteer, you will play a crucial role in supporting the operations and initiatives of our therapy department. Your primary responsibility will be to help the therapy team provide comprehensive support to our clients. This includes various tasks to ensure the smooth functioning of the department and optimal care for our clients.

Requirements:

- 6-month commitment
- Dedication to providing support within the therapy department
- Completion of mandatory training sessions provided by the therapy department
- Willingness to adhere to confidentiality guidelines and ethical standards

Responsibilities:

- Assist in organizing and maintaining therapy rooms and resources
- Prepare materials and supplies for therapy sessions
- Greet and welcome clients to the therapy department
- Escort clients to therapy rooms and provide support as needed
- Assist therapists during sessions as requested (e.g., note-taking, setting up equipment)
- Help with administrative tasks such as filing, data entry, and phone inquiries
- Participate in department meetings and training sessions as required
- Uphold the values and mission of the organization in all interactions

I understand that there is a 6-month commitment, with regular check-ins by the Therapy Department Coordinator. I have reviewed and understand the above functions and conditions of volunteering with the organization.

Signature: _____ Date: _____ Printed

Name: _____ (Note: This job description is not an employment contract)