

# Johnson County Human Services & Aging Volunteer Job Description

## Roeland Park Community Center (RPCC) Volunteer

### Position Summary

Provide assistance as assigned by RPCC program staff to assist RPCC clients and the Center.

### Work Location

Roeland Park Community Center, unless otherwise instructed by RPCC program staff

### Duties and Responsibilities

- ✓ Attend program orientation and training session based on position
- ✓ Sign volunteer sign-in sheet to track hours
- ✓ Office support will wear volunteer ID tag
- ✓ Food pantry volunteers will organize and stock shelves, fill bags, deliver food from supporters, and assist with distribution
- ✓ Seeds that Feed the Need garden volunteers will plant, weed, water, harvest and assist with distribution
- ✓ Special Event volunteers will provide a variety of task to carry out programs/activities as needed
- ✓ Office Support will answer phones, assist public at front desk, help with mailings and other general office tasks as needed
- ✓ Inform volunteer Coordinator of personal contact information updates, availability changes

### Qualifications

- ✓ Must be at least 16 + years or older
- ✓ Ability and willingness to support the mission of the organization
- ✓ Ability to work independently and follow directions as a team member
- ✓ Ability to relate to people; friendly, supportive and compassionate attitude
- ✓ Good work habits such as punctuality, dependability, honesty, open communication and ability to adapt to change

### Time Commitment

- ✓ Minimum time requirement to remain active – 4 times per calendar year

### Roeland Park Program Staff

Jane Hurst  
Program Manager  
913-826-3130  
[jane.hurst@jocogov.org](mailto:jane.hurst@jocogov.org)

Cherie Asante  
Assistant Program Manager  
913-826-3130  
[cherie.asante@jocogov.org](mailto:cherie.asante@jocogov.org)

### Responsibilities of Human Services & Aging

- ✓ Orient and train volunteers
- ✓ Keep volunteers informed of program updates and changes
- ✓ Work with volunteers to coordinate time and schedule
- ✓ Manage program to optimize volunteer safety

**Benefits**

- ✓ Involvement in a volunteer activity that makes a positive impact on lives of individuals, their families and the community
- ✓ Personal satisfaction in helping Human Service & Aging at the Roeland Park Community Center
- ✓ Develop friendships

**Required Forms and Documentation**

- ✓ Signed Memorandum of Understanding Counselor Responsibilities and Obligations
- ✓ Volunteer application
- ✓ Code of Ethics Form
- ✓ HIPAA Form
- ✓ Confidentiality Form
- ✓ Harassment Form

**Volunteer Coordinator**

Benita Webber

Volunteer Services Coordinator

913.715.8859

[benita.webber@jocogov.org](mailto:benita.webber@jocogov.org)

This job description has been reviewed with me. My questions and concerns have been answered. I understand I am free to contact the Volunteer Coordinator at anytime to discuss further questions.

---

Volunteer's Signature

Date

---

Volunteer Coordinator's Signature

Date