

**CATHOLIC SOCIAL SERVICES  
VOLUNTEER JOB DESCRIPTION**

**TITLE:** Horticulture

**PROGRAM:** Brother Francis Shelter – Medical Respite

**SUPERVISED BY:** Medical Respite Program Manager

**STATUS:** Ongoing

**UPDATED:** 12/2020

**Job Summary:** The Medical Respite program is looking for a compassionate person with horticulture experience who is dedicated to educate, empower, and work with guests tending to the Respite Garden. The Medical Respite program is committed to providing a safe 10 bed environment for guests that are not ill enough to be in the hospital but too frail to recuperate on the street or general shelter. Our goal and commitment are to enhance the lives of every guest that enters into the program. Candidates must be caring, have a positive attitude, self-motivated, and be able to work both independently and as part of a team.

**Education/Experience:** N/A

**Skills:** Ability to communicate clearly both verbally and in writing. Strong customer service skills

**Duties & Responsibilities**

1. Sign in and out for volunteer shifts.
2. Volunteer constantly 1-2 times each week for 1-2 hours each visit.
3. Coordinate with Medical Respite Manager and/or Medical Respite Case manager on weekly activities.

**Physical Requirements:** Ability to lift 25 pounds

**Training Requirements:** Attend program orientation and position training

The above statements are intended to describe the general nature and level of work being performed by people assigned to this volunteer position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_