

# **NANAIMO & DISTRICT HOSPITAL FOUNDATION**

## **ROLE DESCRIPTION**

### **Title: LIFELINE DISTRIBUTION REPRESENTATIVE**

**Purpose:** To distribute the Seniors Connections newsletter throughout the community.

#### Activities:

1. Pickup latest edition of newsletter from Lifeline office (every 2 weeks).
2. Distribute newsletters to assigned route(s).
3. Collect old newsletters and return to Lifeline office for reporting and recycling.
4. Record progress for route coordinator.
5. Attend volunteer meetings.
6. Other related tasks as assigned.

#### Requirements of the Volunteer

1. Reliability.
2. Valid driver licence and vehicle.
3. Good communication skills.
4. Ability to relate well with other people.
5. Level of physical health adequate to meet the tasks required.
6. Willingness to commit time on a scheduled or flexible basis as needed.

#### Parameters of Service

1. Hours: Distribution occurs every 2 weeks.
2. Supervision: Provided by the Lifeline Program Executive Director and Lifeline office staff.
3. Location: Lifeline office on Bowen Road in Nanaimo; travel throughout the community.
4. Mileage: Reimbursement for mileage processed upon submission of mileage log.

#### Orientation and Training

1. Orientation to the Lifeline program by Lifeline office staff and volunteer trainer. Includes policies and procedures of Nanaimo & District Hospital Foundation volunteers.
2. Continuing training and information sharing sessions as provided through Lifeline program.