Recreational Therapy – Bingo Coordinator Volunteer Position Description

**Area:** Recreational Therapy - Playroom

**Volunteer Title:** Bingo Coordinator

**Immediate Supervisor:** Karen Perkins

**Days and Times Needed:** Weekly, Wednesdays from 6:15PM to 8:00PM

**Duties/Responsibilities:**

- Sign-in & out of the volunteer binder.
- Check-in with Karen Perkins or other recreation therapist in room 1 NE-2340.
- Help set up at the beginning of the event and clean-up room and game supplies at the conclusion of the event.
- Call bingo numbers and support patient participation in the game.

**Requirements:**

- Volunteers should be at ease with people and be warm and welcoming.
- Volunteers should respect patient confidentiality and preferences at all times.
- Volunteers should not provide counseling or personal advice.
- Volunteers must wear their badges at all times.

**Position-Specific Training Required**

- Emergency Procedures
- Universal Precautions
- Patient Confidentiality
- On-the-Job Training
- Additional Training as Necessary

Updated 03/06/17