



LUTHERAN SOCIAL SERVICES OF NORTHWESTERN OHIO, INC.

Administrative Office
2149 Collingwood Blvd.
Toledo 43620-1696

Southern Region
P.O. Box 5656
Lima 45802-5656

Western Region
P.O. Box 312
Ridgeville Corners 43555

Eastern Region
512 East State Street
P.O. Box 1535
Fremont 43420

THE ROSA MORGAN CENTER, 1326 Collingwood Blvd., Toledo, OH 43604

JOB TITLE:

Rosa Morgan Center Volunteer Aide

PURPOSE:

Assists in the delivery of therapeutic recreational services to the elderly clients and day to day operations of the Center.

JOB DESCRIPTION:

Assists Therapy Aides with group and individual activities by completing prep-work, assisting client with activity or clean-up. Also assists with various office duties at times (such as mailings, answering phone, light typing, and filing).

QUALIFICATIONS:

Must understand and maintain confidentiality, be able to follow agency guidelines, have ability to work as a team member, and be able to work independently. Typing, computer and organizational skills would be helpful.

TIME COMMITMENT:

The Center is open 8 a.m. to 5 p.m. , Monday through Friday. Persons may make their own commitment for their hours. It is suggested that the person come once a week for at least a 4 hour period. Longer or more frequent assignments would be welcome.

TRAINING:

Orientation and initial overview provided by the Center Director. A resource folder will be available at the desk with specific information and procedures.

SUPERVISION:

**The Rosa Morgan Center's Director,
Carol Weber, M.Ed., CTRS
419. 242.6081**

**CONTACT:
September 08**

Carol Weber, 419.242.6081



An Equal Opportunity Employer