

SOCIAL FOR ADULTS WITH AUTISM

Volunteer Job Descriptions

- **Hosts for Guests with Autism**

Greet guests, introduce yourself, escort your assigned guest and his/her caregivers on a brief tour of facility. Ask caregivers if the adult with autism has any special needs or interests.

Accompany your guests to the Interest Sign-Up area, and assist in writing the guest's first name on the appropriate sheet. Invite the caregivers to meet other caregivers and enjoy some respite time.

Engage in interactive activities with your guest and meet or pair up with other hosts and guests

Help to facilitate introductions when Interest Groups meet during the last hour. Encourage guests and caregivers to exchange contact information with each other.

- **Greeters - Welcome guests and possibly hold signs to direct them from the parking lot to the venue**
- **Set-Up Help - Post signage, set up registration and refreshment areas, help to assemble planned activities**
- **Registration - Assist in checking in pre-registered volunteers and guests and signing in Walk-Ins. Help with name badges**
- **Activity Assistants - Help with planned activities, keep the area neat and stocked with supplies, i.e. games, crafts, cards, etc. Notify Registration table if additional volunteers are needed**

- **Interest Sign-up Table** - Encourage and assist guests in signing their first names on interest sheets.
- **Refreshment Hosts** - keep serving areas neat and well stocked with food, drinks, plates, napkins. Keep adjacent eating areas clean.
- **Caregiver Host** - Introduce Caregivers to each other
- **Interest Group Facilitators** - Identify a semi-private area for the group you have been assigned to meet. Set up chairs (around a table if available) for guests and extra seating for caregivers for your group At 4:00 p.m., hold up your sign-up sheet and invite guests to join you. Ask guests and caregivers to introduce themselves and specify what type of Outings, Movies, Music, Events, Gaming or Spectator Sports, etc. they prefer. Distribute blank note cards and pens to the participants so they can exchange contact information with each other.
- **Survey Distribution** – Ask caregivers to complete printed survey forms. Collect completed forms and return all materials to the Registration table
- **Raffle Workers** – (If applicable) display items, distribute tickets, announce winners
- **All Volunteers – Help to clean up facility at 5:00 p.m. Collect signage, pack up supplies and refreshments. Assist in transporting items to cars.**

NOTE:

Committee members may wish to serve as Event Managers, ensuring that all facets of the SOCIAL are operating effectively and reporting new volunteer needs to the Registration table.

The Committee Chairperson may assign committee members to other positions if they prefer to serve as hosts or in other volunteer roles.

***It is recommended that the Committee Chairperson should remain at Registration Desk to reassign volunteers and troubleshoot throughout the event.**