



**Volunteer Role:** Care Assistant Volunteer  
**Program(s):** Caring for guests of all ages during onsite or respite Events/Workshops  
**Reports to:** Volunteer and Community Groups Coordinator (Amy Iten)  
**Date revised:** Aug 2021

**Position Summary:** This person in this position will be an Ambassador of the Down Syndrome Association of Greater Cincinnati ([www.dsagc.com](http://www.dsagc.com)) and is responsible for ensuring the safety and engagement of all guests under their care. Care Assistants will maintain order while facilitating social support during an onsite event. We expect Care Assistants to be respectful, reliable, patient, attentive, observant, firm, and fun.

**Responsibilities:**

- Manage sign in/welcoming process with parents/caregivers and guests
- Foster a positive and safe environment ensuring all guest's safety and wellbeing
- Engage with guest as needed and appropriate
- Assess needs of guests
- Contact Parent/Guardian after failed strategies for disruptive behavior
- Contact Parent/Guardian for personal toileting care needs
- Communicate any issues to the Volunteer Coordinator following an event
- With the help of capable guests restore the room to proper order, cleaning toys, etc. as needed
- Attend DSAGC trainings as appropriate to this role.\*

**Qualifications:**

- Minimum Age of 15 years
- Respectful, reliable, patient, attentive, observant, firm, and fun
- Positive Attitude
- Must be energetic in order to work effectively in a fast-paced environment
- Must pass a background check

*If interested contact:*

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Down Syndrome Association of Greater Cincinnati

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\*Sign Up Genius for September 2021 Trainings: <https://www.signupgenius.com/go/4090548A5AC2DA4F85-dsagc3>