



937 Grand Ave. – Billings MT 59102 – (406) 259-3111

## Volunteer Criteria for the Friends Program

### **Persons eligible for a Volunteer position should meet the following criteria:**

1. Minimum age: 18 years old. Those as young as 16 may be considered upon request made to the Volunteer Program Coordinator. For Visiting Volunteers, younger children in the family may accompany the volunteer to the client's home if the client requests it. The client should be asked before **each** visit, if the child wants to return.
2. Possess a pleasant, caring attitude at all times and in all situations that may be faced in the course of the volunteer experience.
3. Ability to understand and follow the Volunteer Manual and all program policies.
4. Ability to assess basic needs of the client through normal conversation and/or observation.
5. Willingness to participate in training, report any problems with the client, client's family, friends, or neighbors to the Volunteer Program Coordinator.
6. Ability to handle simple paperwork duties, mainly Volunteer Time Sheets.
7. Willing to take a Tuberculosis skin test (or if allergic, a chest x-ray at your own expense) before beginning volunteer assignment. (Visiting Friend or Lend-A-Hand Friend only).
8. If a Visiting Friend or Lend-a-Hand Friend is willing to transport a client (shopping, appointments, special events), they need to provide proof of auto liability insurance (\$100,000/300,000), a copy of their current insurance card, and a copy of their driver's license.