

VOLUNTEER POINTERS

+ SMILE

+ MAKE EYE CONTACT

+ RADIATE KINDNESS

+ SHOW AN INTEREST IN THEM

+ BE A GOOD LISTENER

+ TREAT INDIVIDUALS WITH RESPECT

+ KNOCK BEFORE ENTERING THEIR ROOM

+ BE ENCOURAGING

VOLUNTEERS NEEDED AT BROOKE GROVE RETIREMENT VILLAGE

DISCOVER THE POSSIBILITIES!

Brooke Grove offers volunteer opportunities for a range of interests and suited to almost any schedule. We hope you identify several positions that will allow you to give your time and have fun, too! We value your contribution and will work with you to identify opportunities and create a schedule that allows you to participate. Please note that some of these activities are not appropriate for students. Brooke Grove staff will make the final determination regarding suitable volunteer placement. For more information, contact Director of Volunteer Services Barbara Hackett at 301-570-7081 or volunteers@bgf.org.

Activities Assistant: A variety of LIFE enrichment programming takes place in the nursing center and in assisted living, where volunteers assist staff with leading activities and transporting residents to the on-campus program location. Examples include calling Bingo; playing board, card, horseshoe or balloon ball games; doing crafts; leading sing-alongs; working puzzles and more. Programming occurs during the day and primarily on weekdays, although some weekend activities are scheduled.

Administrative Support: Several offices on campus need assistance with tasks such as filing, data entry, copying, stuffing welcome or discharge packets, creating patients charts or collating mailings. Some of these are regular schedules (every Tuesday, for example) while others can take place at any time, 9 a.m.-5 p.m., on a regular or irregular basis. Occasionally, there is also a need for someone to answer the phone and take messages at a particular location.

Amenity Cart Host: Brooke Grove offers an amenity cart in the Rehab Center. The amenity cart host goes door-to-door offering healthy teas, magazine and books and may also assist with simple requests while visiting residents in their rooms. This is an ideal volunteer role for a young person (ages 13-15) and their parent and provides an opportunity to volunteer together in a meaningful way!

Dining Room Aide: Help is needed in dining rooms during breakfast, lunch or dinner with setup, getting drinks, opening drink or food packets, preparing residents and general clean up. Aides may also assist in transporting residents to/from the dining room or by responding to call bells during meals. At dinnertime, volunteers may also be asked to set up movies to start after dinner ends. There are different meal times for each dining room in the Nursing Center, but inclusive schedules are as shown below. Mealtimes in the Rehab Center are the same for both dining rooms.

Nursing Center — Breakfast: 7:30-10 a.m. • Lunch: 12 noon-2:30 p.m. • Dinner: 5:30-7 p.m.

Rehab Center — Breakfast: 7:30-10 a.m. • Lunch: 12 noon-1:30 p.m. • Dinner: 5-7 p.m.

Entertainment: Volunteers are needed who play piano, guitar or other instruments; can sing, lead sing-alongs or lead hymn-sings on Sundays; or who can provide some type of entertainment for resident groups.

Event Support: This is an as-needed (rather than regularly scheduled) volunteer role, occurring when departments across campus hold events. Brooke Grove's marketing department hosts open houses, seminars and other events throughout the year. There are campus-wide events for different groups of residents, especially in the warmer months, and in winter there are holiday open houses. Assistance is needed with greeting people, directing them to elevators or event locations, transporting residents in wheelchairs, and event setup and cleanup.

Friendly Visitor: Some rehab guests and nursing and assisted living residents have few visitors and welcome the opportunity to socialize, play games or work puzzles with a volunteer or have someone read to them. Volunteers may develop kinships with several residents with whom they visit on a regular basis, or they may visit different people each time. Residents with Alzheimer's or memory issues also benefit from hand massage during friendly visits prior to mealtime.

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Grounds Help: The Brooke Grove campus includes extensive grounds and gardens. Assistance is needed year-round to help mulch, weed and water garden areas; pick up trash and wind debris; trim trees and bushes; and clear walkways and roads. If you like being outdoors, this is the perfect volunteer job for you! perfect volunteer job for you!

Landscaping Gardener: Assistance is needed with planting and maintaining the small garden areas surrounding independent living cottages. If you have a green thumb, like to be outdoors and don't mind weeding as well as planting, this is the perfect role for you! Very flexible schedule.

Manicurist: Nursing center residents are offered simple manicures (no polish). If you have some experience in this area, you can assist our nursing staff in this way. Day or early evening hours available.

Music & Memories Assistant: Music is a key way to generate mental activity in seniors. Tech-savvy volunteers are needed to create iPod playlists and assist residents in using headphones and equipment.

Outings Assistant: Assisted living staff frequently take residents on outings and need assistance in helping participants to get on and off the bus as well as accompany them to lunch, on shopping excursions, on field trips such as baseball games or bowling, and more. These trips take place on weekdays. Adults only.

Pet Visitor: Volunteers who have pets well-suited to visiting residents in their rooms or in group areas may serve as pet visitors. Since Brooke Grove has live-in pets (cats, dogs birds), visiting dogs must get along with other animals that may be present. Owners must provide Volunteer Services with current vaccination records prior to bringing their own pet on campus. Adults or adult/youth pairs only.

Resident Dining Assistant: Many nursing center and assisted living residents are unable to feed themselves, and assistance is needed to free the nursing staff to attend to more urgent needs. Assistance is needed when the dining rooms are open (see Dining Aides on page 1). Participating volunteers must attend a free, six-hour training session, which is offered quarterly. Adults only.

Salon and On-site Clinic Transport: This role involves identifying a resident's current building location and transporting them via wheelchair to an appointment in the rehab center, nursing center or assisted living home and back again. Quarterly, there are similar needs to transport residents to the dental or eye clinic. Salon appointments are Tuesdays, Wednesdays and Fridays.

Sign Language Interpreter: The admissions team occasionally needs volunteer assistance to interpret for deaf individuals. If you know sign language and can assist as an on-call interpreter, your services will be greatly appreciated!

*To learn more about volunteer opportunities,
contact Volunteer Services
at 301-570-7081 or volunteers@bvf.org.*



Volunteer Application

Please Print Legibly.

Name: _____ Today's Date: _____

Email address: _____

Home phone: _____ Cell Phone: _____

Street Address (please include zip code): _____

Emergency Contact Name: _____ Phone: _____

I am an ___ an adult ___ a student. If a student, I am ___ 13-18 years old ___ over age 18.

If you are a student, what school do you attend? _____ Grade/Year: _____

Are you a relative of anyone employed at Brooke Grove? ___ Yes ___ No

If so, what is their name and their job at Brooke Grove? _____

Why would you like to volunteer at Brooke Grove? _____

How did you learn about volunteer opportunities at Brooke Grove?

- ___ Friend or Relative
- ___ Volunteer Match
- ___ Howard County Volunteer Center
- ___ Meetup
- ___ Montgomery County Volunteer Center
- ___ Brooke Grove website
- ___ School Counselor
- ___ SSL website
- ___ Organization such as CHI or The ARC
- ___ Other website _____

Date you are available to begin volunteering: _____ End date, if any: _____

What days are you available to volunteer? Weekdays: _____ Weekends: _____

Do you prefer to volunteer in the ___ mornings or ___ afternoons or are you looking for an ___ all-day volunteer opportunity? How many days a week or month do you want to volunteer? _____

Are you looking for a ___ short-term volunteer opportunity or a ___ long-term volunteer opportunity?

Please indicate the types of volunteer opportunities that interest you most, below. Please note that many opportunities are available only at certain times or on certain days, so your volunteer assignment is partially dependent on what days and hours you are available to volunteer.

- I prefer to do something on an individual basis, such as organizing laundry rooms, sharpening knives for the dining rooms, or being a "friendly" visitor
- I prefer to be involved in group activities with staff and residents
- Life Enrichment – Assist with games, crafts and group activities; transport residents to/from activities
- Entertainment – Play an instrument and/or sing
- Transport/escort residents to the in-house salon, doctor, or physical therapy
- Administrative Support – filing, database entry, making phone calls, collating mailings, copying, etc.

- Outings Help – assist staff getting residents on bus and taking them to restaurants, stores, entertainment
- Dining & Hospitality Aide – assist nursing staff in dining rooms at mealtimes to set up, assist residents, and clean up; answer call bells; provide ice water to residents in their rooms
- Culinary Runner – take special meal requests back and forth from dining rooms to kitchen
- Friendly Visitor – visit with residents one-on-one in their rooms and talk with them, read to them, write cards for them, etc. If you would like to visit with residents who speak a language other than English, please indicate the language here: _____
- Pet Visitor – visit one-on-one with residents with my friendly pet (current vaccination record required)
- Assist with special events (only), such as the bimonthly blood drive or marketing open houses
- Resident Dining Asst. (must take 1-day free class) – assist residents who are unable to feed themselves
- Manicures – do simple manicures (no polish) for residents
- If you have a unique talent or skill that you would like to offer as a volunteer, please indicate what that is:

Have you ever been convicted of a criminal offense other than minor traffic violations? ___Yes ___No

Please provide two personal references that we may contact (other than relatives).

Name _____ How you know this person _____ Years known ___
Phone Number: _____ Email address: _____

Name _____ How you know this person _____ Years known ___
Phone Number: _____ Email address: _____

Please note the following:

- Brooke Grove Retirement Village does NOT participate in court-ordered community service.
- It is the routine policy for Brooke Grove Retirement Village to contract a Criminal Background Check for adult applicants (age 18 and over) at no charge to the applicant.
- All volunteers must have a negative TB/PPD test or negative chest x-ray prior to being able to volunteer. The TB/PPD is available at Brooke Grove Nursing Center and is offered at Volunteer Orientation for \$10. Further information is available from Volunteer Services.
- Volunteers are prohibited from taking photographs of residents or that include residents, unless authorized by the director of volunteer services. Posting photographs of residents on social media is also prohibited.
- Volunteers must follow the Brooke Grove Retirement Village volunteer policies and protocols discussed and provided at Volunteer Orientation, such as dress code, resident safety precautions, and use of phones while volunteering. Volunteers are scheduled at the sole discretion of those staff under whose direction scheduled activities fall, as well as that of the Volunteer Services Director.

Your signature: _____