



VOLUNTEER AS AN OUTING COORDINATOR FOR THE ELDERLY

Studies show that seniors who go out and connect with their community are able to remain independent, and experience higher quality of life overall. It also increases their mental wellness.

As an outing coordinator the volunteer takes on the role of planning a safe and enjoyable day trip or outdoor activities for the senior citizens. Having an experienced, knowledgeable, and friendly volunteer can help ensure that the support the seniors needs are well taken care of.

How can you help as an outing coordinator for the elderly?

Provide support and help co-ordinate regular / one-time / ad-hoc events and activities including (but not limited) to:

- Outdoor events like nature park walk/exercises
- Visiting religious places of worship (Temples/Churches/ Mosques)
- Having picnics outdoors
- General sightseeing programme suitable for seniors
- Activities for physical wellness
- Organising festive related get-togethers with fellow seniors



TIPS THAT CAN HELP YOU IN PLANNING FOR AN ACTIVITY:

➤ Research Your Destination Ahead of Time

- Research online by checking out the destination's website for elderly-friendly ideas, or read reviews online to ascertain the location's pros and cons.
- When outdoors, you can look into the types of environment that you'll be encountering, see if there are any spots to take a break; and research all of the elderly-friendly things to see and do.
- Check whether the venue is wheel-chair accessible.
- Understanding the low-peak periods for visiting popular places will be helpful for elderly who do not like crowded places.
- Ensure your activity includes ample break time for the elderly to take a rest and recharge so as not to overexert themselves.

➤ Coordinate Medical and Physical Support

- Check in advance if any special arrangements need to be made for the elderly, especially if a wheelchair, walking frame or walking stick is needed.
- Be aware of any medical conditions the elderly may have.
- Take note of any allergies or food restrictions that the elderly might have.
- Plan beforehand if you would like any caregiver or helper to accompany them for the trip.

➤ Ensure the Seniors Have their Essentials

- Their daily medications
- Snacks and water
- Sunblock/sanitizers
- First aid supplies (*bandages, aspirin, etc*).
- Their handphones in working condition (*battery charged, able to make outgoing and incoming calls for those on prepaid services*).
- A card with basic contact information (*in case you get separated*)
- Walking sticks, if necessary

➤ Ensure the Elderly are Informed of Appropriate Clothings to Wear to Suit the Weather Conditions and Location

- Lighter clothes on hot days
- Having their hats/umbrellas where necessary
- Thicker clothes and socks during rainy seasons
- Appropriate footwear for the elderly which may include slip-resistant covered shoes.

Code of Conduct

➤ Boundaries

- Do not accept any gifts or money from the elderly and/or their families. Request them to donate directly to NuLife (<https://nulife.com.sg/how-to-help-cash/>).
- Handwritten cards/ thank you cards are acceptable. Speak to your volunteer manager if you have any doubts/concerns about the card(s).
- Do not give out your personal contact number and/or address to the elderly and/or their families.
- Do not invite them to your home.
- Do not accept an invitation to visit them at their home.
- Do not provide any personal help to the elderly, instead redirect all such requests to NuLife's volunteer manager.
- Do not speak of yours/others' personal problems to the elderly.

➤ Confidentiality

- All personal information of the elderly and/or their families shared by the organisation is confidential.
- Do not take or share any photographs, videos and/or audio recordings of the elderly and/or their families unless authorised to do so by the Volunteer Manager.
- Do not bring your family, friends or acquaintances to the outings or events that you assisted to plan, unless you have obtained prior approval from the Volunteer Manager.

➤ Conduct

- Refrain from using vulgarities.
- Making racially / culturally / religiously offensive remarks.
- Making personal attacks, insults or derogatory / inappropriate remarks against an individual or the organisation.
- Consuming alcohol or smoking
- Be mindful of your role as a representative of the organisation.
- Work together with the other volunteers as a team to promote team spirit and cooperation.



➤ Responsibility

- Be punctual.
- Ensure that you attend all pre-event/activity briefings.
- Carefully consider the time commitment for the activity/event before signing up as a volunteer.
- Inform the Volunteer Manager if you are unable to attend the activity/event at least 3 days prior to the event/activity.

➤ Dress Code

- Dress appropriately (*smart casual*) for all activities/events.
- Covered shoes are generally recommended, unless otherwise indicated by the Volunteer Manager.

How can you be an engaged Outing Coordinator for elderly beneficiaries?

- Active participation will be helpful in seeing through an event/activity from the planning to the execution stage.
- Be enthusiastic and fun loving as you are helping to bring out joy and happiness in the elderly.
- There may be situations during the activity/event where the elderly might be withdrawn and quiet, it is encouraged that you gently approach the elderly and ask if they will be interested in something else. You should also inform of your observations to the volunteer manager and/or NuLife staff present at the scene.
- Ensure that you notify the Volunteer Manager should an elderly need to excuse himself/herself to go to the toilet and accompany them should you be directed to do so.
- Be willing to offer a helping hand to elderly if they need assistance to walk by providing a supportive arm or need help in carrying their water bottles
- Be ready to offer the elderly some assistance with getting in and out of transport vehicles.
- Assist in distribution of food/resources as directed by the Volunteer Manager.
- Assist in event facilitation as directed by the Volunteer Manager.

