



VOLUNTEER AS AN ACTIVITY COORDINATOR FOR THE ELDERLY

How can you Help as an Activity Coordinator for the Elderly?

Organise or provide support to activities for our beneficiaries, such as:

- Mahjong, bingo and other board games sessions
- Arts & craft workshops
- Singing and music activities
- Yoga or simple physical exercises
- Holiday themed events/activities (*Chinese New Year, Ching Ming Festival, Mooncake Festival, Vesak Day, Hari Raya, Deepavali & Christmas*).

Volunteer your skills and resources for events,

- Event emcee
- Photographer/videographer
- Logistics support
- Graphic designer/ art design for posters and social media
- Transport support
- On-site event management support
- Singing / dancing / theatre expertise

Code of Conduct

➤ Boundaries

- Do not accept any gifts or money from the elderly. 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 unless prior approval from the organization is obtained.
- Do not invite them to your home on a personal capacity

➤ Confidentialit

- All personal information of the elderly 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/events unless you have obtained prior approval from the Volunteer Manager.



➤ Conduct

- Be respectful towards the seniors.
- Refrain from using vulgarities.
- Do not make racially / culturally / religiously offensive remarks.
- Refrain from making personal attacks, insults or derogatory / inappropriate remarks against an individual or the organisation.
- Do not consume alcohol or smoke during your participation as a volunteer.
- 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 three days prior to the event/activity.

➤ Dress Code

- Dress appropriately (smart casual) for all activities/events.
- Covered shoes are recommended, unless otherwise indicated by the volunteer manager.

How Can You be an Engaged Activity Coordinator for Elderly?

- Be engaging and empathetic. Sometimes, elders may seem aloof and appear reluctant to participate in an activity. An activity coordinator can gently approach them and encourage them to participate.
- Be patient and compassionate. If, at first, the elderly does not understand the activity or have difficulties following along, guide them through it and offer them a helping hand if needed.



- Have sound knowledge about the activity and how it can benefit the seniors. When people get older, they may face various health issues such as poor hearing or sight, joints and mobility issues, achy hips, sore knees and arthritis. Try to tailor the activities to suit their needs and abilities.
- Be physically fit. As a volunteer you may have to assist the elderly with carrying their items, help them to walk or assist them in and out of a vehicle, all of which will require you to be physically fit. You may also have to help them with wheelchairs and other mobility aids, in that case it is useful to have knowledge about how to use them.



- Be responsive and act promptly during an emergency. Medical emergencies are a major concern when organising activities with elderly. Be aware of nearby medical facilities and always remember to check with the care recipient about their medication and person to contact during emergencies.
- Ensure that you are not suffering from any infectious diseases while working with the elderly, as they are already more vulnerable to infections.
- Notify the Volunteer Manager should an elderly need to visit the restroom and accompany them should you be directed to do so.
- Assist in setting up and taking down props and/or event related accessories as directed by the Volunteer Manager.
- Assist in distribution of food/resources as directed by the Volunteer Manager.
- Assist in event facilitation as directed by the Volunteer Manager.