



Role Descriptions for Senior Volunteers



Cares
Volunteer Centre
@Bedok

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About the Toolkit

on Role Descriptions for Senior Volunteers

This toolkit consists of a compilation of volunteer role descriptions that Filos Community Services ('Filos') and the SG Cares Volunteer Centre @ Bedok, operated by Filos, curated for senior volunteers.

Some of these roles are volunteer positions that are suitable for any demographic, while other roles are positions crafted to introduce micro-volunteering to seniors to help them kickstart their volunteering journey.

At Filos, we believe that volunteerism is one of the ways in which seniors can spend their golden years meaningfully and happily in the community.

It is of hope that these role descriptions may help Social Service Agencies and community partners craft suitable positions that can engage and empower seniors to volunteer at their respective organisations.

Filos Community Services

Vision

To see effective functioning of individuals and families

Mission

To build resilience and empower individuals and families

Services

Family, Children and Youth Assistance & Referral
Community Mental Health
Eldercare
SG Cares Volunteer Centre @ Bedok

Key Partnerships

Private Sector

- Bloomberg L.P.
- C&W Services
- DBS Bank Ltd
- Eu Yan Sang

Public Sector

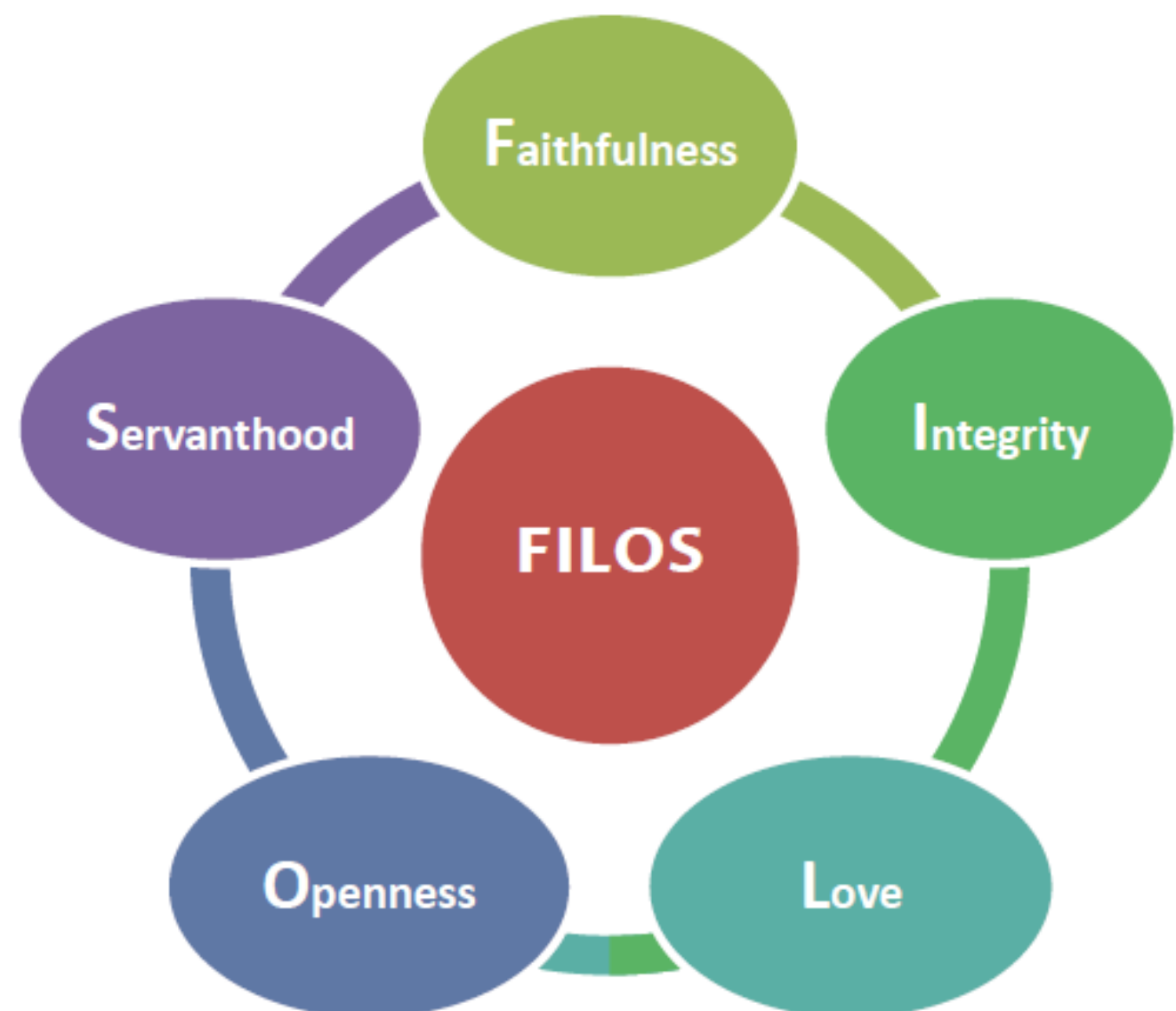
- Agency for Integrated Care
- Changi General Hospital
- Health Promotion Board
- Institute of Mental Health
- Ministry of Culture, Community and Youth (MCCY)
- Ministry of Health, Council of 3rd Age
- Ministry of Social and Family Development, Social Service Office
- National Council of Social Service (NCSS)
- Singhealth Polyclinic
- Temasek Polytechnic

People Sector

- South East Community Development Council
- Sunlove Senior Activity Centre
- PPIS Family Service Centre
and many more...

Our Core Values

Building stronger communities, together!



About Filos

- Founded in 2004
- Registered Charity and member of NCSS since 18 Nov 2005
- Institute of Public Character since 2006
- Official appointments:
 - **SG Cares Volunteer Centre @ Bedok** since 2019
 - **Active Ageing Centre** for Kembangan-Chai Chee since 2021

OTHER MILESTONES

- Family Life Ambassador (MSF) since 2005
- Community Care Local Network (SECDL) since 2005
- Sexuality Programmes in Schools (HPB) since 2011
- Eldersitter Programme for Seniors with Dementia (AIC) since 2012
- Care in the Community Programme, providing integrated social and healthcare to vulnerable elderly (AIC) since 2016
- Community Resource, Engagement and Support Team (CREST, AIC) since 2017
- Parent Plus Programmes since 2018
- Community Intervention Team (COMIT, AIC) since 2019
- Official opening of Filos' second office, Filos@55, in 2021
- Appointed as an Empowerment Champion for the family sub-sector (MCCY) in 2022
- Awarded the Covid-19 Resilience Certificate (MCCY) in 2023
- Awarded the Charity Transparency Awards (Charity Council) in 2019, 2022 and 2023

Filos Community Services

Cultivating a strong sense of community, leveraging its strengths and empowering its stakeholders to build a community of care in Bedok.

Aim

To engage volunteers, partners and stakeholders in identifying the strengths and needs of the community and to journey together to address these needs through volunteerism.

The SG Cares Volunteer Centre @ Bedok is operated by Filos Community Services.

Programmes and Initiatives

Building Volunteer Capacity and Fostering Community Partnerships:

- Adopt A Block
- Adopt A Repair
- Clean & Shine (House-cleaning)
- Medical Escort Volunteer Programme

Developing Volunteer Management Capabilities:

- Volunteer Recruitment Talks
- Volunteer Training
- Volunteer Management Training and Resources for SSAs

Building a Strong SG Cares Community Network

- Corporate Networking Sessions
- Communities of Practice
- East Zone Cluster Meeting *and more...*

SG Cares Volunteer Centre @ Bedok

Building a caring community



SG Cares VC @ Bedok's Programmes

Besides being a Social Service Agency, **Filos has also been appointed by the SG Cares Office (MCCY) as the SG Cares Volunteer Centre @ Bedok since March 2019.**

As an SG Cares Volunteer Centre (SG Cares VC), Filos supports the SG Cares Movement, a national initiative to foster a more caring and inclusive home for all.

Our programmes and initiatives can be broadly categorised into three key areas:

1. Building Volunteer Capacity and Fostering Community Partnerships
2. Developing Volunteer Management Capabilities
3. Building a Strong SG Cares Community Network

SG Cares VC @ Bedok covers 9 divisions: Kembangan-Chai Chee, Kampong Chai Chee, Eunos, Siglap, Fengshan, Kaki Bukit, Bedok, Bedok Reservoir-Punggol and Joo Chiat.

We curate volunteering opportunities that span across different causes, including children, youth, families, seniors, women and persons with disabilities, to **help address the needs of the entire Bedok town.**

Family, Children and Youth

Volunteer Role Descriptions

1) Activity Organiser / Coordinator	
Programme description	<p>Green Spot Green Spot aims to equip children (7-12 years old), youth and families with the knowledge and skills to develop resilience and adopt a healthier lifestyle.</p>
Mode of volunteering	Physical
Frequency	Ad-hoc
Details	<p>Date: 2nd and 4th Wed (School Term) / Any Weekday (School Holidays) Time: Usually 4pm – 5pm (School Term). To be discussed for School Holidays / Outings Venue: Onsite at Filos Office @ 38 Chai Chee Ave, or external location, depending on activity</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Plan and conduct activities for children based on the theme of the month set by Filos • Engage all children with a meaningful session or activities • Work together with Filos staff on planning and/or execution of programmes
Role requirements / criteria	<ul style="list-style-type: none"> • At least 17 years old • Able to plan and coordinate activities for children • Mature, independent, reliable, and able to lead • Where materials and resources are required, sponsorship will be appreciated • Teachers in charge of school groups should be actively involved in the planning of activities

Family, Children and Youth

Volunteer Role Descriptions

2) Storyteller and Activity Organiser	
Programme description	<p>Reading Room Special</p> <p>The Reading Room (Special) session provides a platform for children to experience reading through other various ways such as drama/skit/crafts. Through storytelling and the activities, we also hope to create awareness and encourage adoption and advocacy of healthy habits in children (4 -12 years old).</p>
Mode of volunteering	Physical
Frequency	Ad-hoc
Details	<p>Date: First Friday of the month</p> <p>Time: 4pm - 5pm</p> <p>Venue: Onsite at Filos Office (38 Chai Chee Ave)</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Share a story related to the monthly theme and conduct a craft/activity to reinforce the message of the theme with the kids. • To cultivate the love of reading through storytelling and literacy activities
Role requirements / criteria	<ul style="list-style-type: none"> • At least 15 years old (preferably a group of volunteers) • Able to manage a class size of 10-20 children in group setting • Teachers in charge of school groups should be actively involved in the planning of activities

Family, Children and Youth

Volunteer Role Descriptions

3) Phonics Teacher	
Programme description	<p>Little Sprouts Phonics</p> <p>The Little Sprouts Phonics Programme is conducted weekly to support preschool children (4 - 6 years old) from vulnerable backgrounds in learning to read and write in English through the use of phonics</p>
Mode of volunteering	Physical
Frequency	Regular, weekly for at least 6 months
Details	<p>Period: Weekly on Tuesdays (excluding school holidays), for at least 6 months</p> <p>Time: 4pm - 5pm</p> <p>Venue: Onsite at Filos Office (38 Chai Chee Ave)</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Prepare weekly lesson materials before class commences • Engage the children in an inspiring and nurturing manner • Update Filos staff on the children's progress and address their educational and developmental needs
Role requirements / criteria	<ul style="list-style-type: none"> • At least 17 years old • Mature, independent, reliable, and able to lead • Able to manage a group of up to 10 children in a classroom setting • Proficiency in English, Phonics & Literacy • Teaching background or experience in conducting class for preschoolers would be an advantage • Retired/former educators and homemakers are welcome to join us

Family, Children and Youth

Volunteer Role Descriptions

4) Virtual Storyteller	
Programme description	<p>Reading Room</p> <p>The Reading Room was started to support young children (4 - 8 years old) from vulnerable backgrounds in their reading skills. The programme aims to cultivate the love of reading through storytelling that would give the children a good foundation for primary school.</p>
Mode of volunteering	Virtual
Frequency	Regular, weekly for at least 6 months
Details	<p>Period: Weekly on Fridays (excluding school holidays), for at least 6 months</p> <p>Time: 4pm – 4.30pm</p> <p>Venue: Online via Zoom</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Read to young children from vulnerable backgrounds (usually 1 to 1 or in small groups) • To assist in preparing suitable English reading material weekly for the children • To read and build reading confidence in young children from vulnerable backgrounds • To cultivate the love of reading through storytelling
Role requirements / criteria	<ul style="list-style-type: none"> • At least 15 years old • Proficient in English • Able to manage 1-3 children online using the Zoom platform • Students, retirees and homemakers are welcome

Family, Children and Youth

Volunteer Role Descriptions

5) Tutor	
Programme description	<p>Tuition Filos provides a weekly tuition programme in a safe, caring and fun learning environment for Primary 1 to Primary 6 students. The tuition sessions cover the core subjects including English, Mathematics and Science.</p>
Mode of volunteering	Physical
Frequency	Regular, weekly for at least 6 months
Details	<p>Period: Weekly on Thursdays (excluding school holidays), for at least 6 months Time: 1 hour between 3pm - 8pm Venue: Onsite at Filos Office (38 Chai Chee Ave)</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Coach students in completing school homework and revision • Encourage good study habits and nurture healthy esteem and character • Prepare for lessons, mark assessments and explain mistakes to students • Engage all students at their ability and allow opportunities for everyone to answer • Provide updates and work together with Filos staff on progress of children
Role requirements / criteria	<ul style="list-style-type: none"> • At least 17 years old • Able to manage a small group of 2-3 students • Patient, kind, reliable, mature and independent • Proficiency in the subject (English, Math or Science) • Teaching background or familiarity with latest curriculum would be an advantage • Retired/former educators and homemakers are welcome to join us

Family, Children and Youth

Volunteer Role Descriptions

6) Childminder	
Programme description	<p>Childminding During programmes that are run for parents, childminding services are provided for young children, aged 12 and below, to ensure the parents are able to focus on their programme. Childminding will entail looking after the children and making sure they are well engaged.</p>
Mode of volunteering	Physical
Frequency	Ad-hoc / Regular
Details	<p>Period: As and when Social Service Agencies have such needs Time: 2 hours, usually on weekday evenings Venue: To be confirmed, depending on the Social Service Agency</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Take care and engage children through games or activities • When volunteers feel ready, they can take part in planning activities/games for the children
Role requirements / criteria	<ul style="list-style-type: none"> • 18 years old and above • Love working with children and have some experience • Able to manage a group of children • Able to attend childminding orientation

Family, Children and Youth

Volunteer Role Descriptions

7) Mentor	
Programme description	<p>Friends2Gather The Friends2Gather programme supports disadvantaged children living in neighbouring blocks in Bedok town. It aims to cultivate positive learning experiences by fostering mentoring relationships between mentors and children from vulnerable backgrounds.</p>
Mode of volunteering	Physical
Frequency	Regular
Details	<p>Day / Time: Thursdays, 5.30pm - 8.30pm Venue: To be confirmed, depending on the Social Service Agency</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Build relations with assigned child and support them in cultivating positive learning experiences • Follow curriculum from Life Community Services to engage children during mentorship programme
Role requirements / criteria	<ul style="list-style-type: none"> • 18 years old and above (Undergraduates are welcomed) • Love working with children and have some experience • Able to manage children

Assistance

Volunteer Role Descriptions

8) Volunteer for Food Distribution	
Programme description	<p>Food and Essential Items Distribution</p> <p>Filos' distribution programmes help alleviate food insecurity in the community by sponsoring and packing, as well as distributing food rations and essential items to those in need in Kembangan-Chai Chee. Filos distributes to up to 200 household units per session.</p>
Mode of volunteering	Physical
Frequency	Ad-hoc
Details	<p>Day: Usually first Saturday of the month. If your group wishes to sponsor but prefers weekdays, we are also open to Mondays (AM, PM) and Tuesdays (AM).</p> <p>Time: 9.30am - 1pm</p> <p>Meeting Point: Filos Office (38 Chai Chee Ave)</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Volunteers will help pack and distribute items to Filos' beneficiaries with food needs in Kembangan-Chai Chee • Volunteers will go door-to-door in pairs to distribute the items • Sponsorship of items to be distributed is appreciated
Role requirements / criteria	<ul style="list-style-type: none"> • No prior experience required • Physically able to pack and carry required items that are not limited to food rations • Volunteers below 17 years old should be accompanied by adults (e.g. school teachers, adult family members)

Eldercare

Volunteer Role Descriptions

9) Activity Organisers (Active Ageing Centre)	
Programme description	<p>Active Ageing Programmes</p> <p>Filos' Active Ageing Centre provides a suite of programmes to help seniors live healthier lives and support their aspirations to age in place. The proposed Active Ageing Programmes would need to help with <u>one of the 4 pillars</u>: a) Physical Health, b) Cognitive Health, c) Learning and d) Social Connectedness.</p>
Mode of volunteering	Physical
Frequency	Ad-hoc / Regular
Details	<p>Period: One-off on a weekday afternoon or regular sessions</p> <p>Time: Usually 1 hour between 2pm - 4pm. To be discussed for activities that require more time (e.g. outings).</p> <p>Venue: Onsite at Filos' Active Ageing Centre (55 Chai Chee Drive) or external venues, depending on activity</p>
Scope of volunteer role	<ul style="list-style-type: none"> • To plan and execute activities that share your skills/knowledge with the seniors • To manage logistics and help in the operations • To actively engage the participants • To upkeep the cleanliness of the facilities • To ensure safety of the participants at all times
Role requirements / criteria	<ul style="list-style-type: none"> • At least 18 years old (Volunteers who are below 18 years old will be considered on a case-by-case basis.) • Language proficiency: English and preferably Mandarin. Ability to converse in Malay or dialect is not required but would also be an advantage. • Responsible, friendly and patient with a passion to care for the elderly. • Volunteer(s) to send the activity proposal to Filos at least 2 months before the activity date.

Eldercare

Volunteer Role Descriptions

10) Activity Facilitators (Active Ageing Centre)	
Programme description	<p>Active Ageing Programmes - Activity Facilitation</p> <p>Filos' Active Ageing Centre provides a suite of programmes to help seniors live healthier lives and support their aspirations to age in place. Volunteers will help facilitate existing programmes to ensure they run smoothly.</p>
Mode of volunteering	Physical
Frequency	Regular, weekly for 6 months
Details	<p>Period: Weekly on weekday mornings/afternoons, for at least 6 months</p> <p>Time: Usually weekday mornings or afternoons</p> <p>Venue: Onsite at Filos Office in Chai Chee</p>
Scope of volunteer role	<ul style="list-style-type: none"> • To help facilitate Active Ageing Programmes • To manage logistics and help in the operations. Some of these duties may include making reminder calls to participants and taking attendance. • To actively engage the participants • To upkeep the cleanliness of the facilities • To ensure safety of the participants at all times
Role requirements / criteria	<ul style="list-style-type: none"> • At least 18 years old (Volunteers who are below 18 years old will be considered on a case-by-case basis.) • Ability to speak Chinese would be an advantage • Ability to speak in Malay / dialects is not required but would an advantage • Responsible, friendly and patient with a passion to care for the elderly • Those who are unable to commit to the full 6-month period may be considered on a case-by-case basis • (For exercise programmes) Physically fit and able to facilitate exercises

Eldercare

Volunteer Role Descriptions

11) Fetch Kaki (Active Ageing Centre)	
Programme description	<p>Fetch Kakis Filos' Active Ageing Centre (AAC) provides a suite of programmes to help seniors live healthier lives and support their aspirations to age in place. However, some of these elderly clients are frailer and travelling to the AAC is challenging. Volunteers will provide assistance in escorting them to-and-fro their home to Filos AAC.</p>
Mode of volunteering	Physical
Frequency	Regular, Once a week/ fortnight for 3 months
Details	<p>Period: One-off on a weekday afternoon or regular sessions Time: Usually 1 hour between 2pm - 4pm. To be discussed for activities that require more time (e.g. outings). Venue: Filos Office in Chai Chee or other external venues, depending on activity</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Escort elderly client(s) to and fro between their home and Filos' office for AAPs. Volunteers may be paired with more than one elderly, depending on the mobility of each elderly. • <i>(Optional)</i> Assist seniors during activity (personal aid)
Role requirements / criteria	<ul style="list-style-type: none"> • At least 18 years old • Responsible and mature • Physically fit to escort elderly client(s) to and fro between their homes and Filos office. The clients may be frail and/or on wheelchairs. • Passionate about engaging the elderly and keeping them active. • Ability to speak Chinese and/or dialects would be an advantage. • Punctual for each session.

Eldercare

Volunteer Role Descriptions

12) Medical Escort	
Programme description	<p>Medical Escorts Some of our frailer seniors may find it difficult to go for medical appointments on their own.</p>
Mode of volunteering	Physical
Frequency	Ad-hoc, as and when required
Details	To accompany seniors to and fro between their homes and the clinic / hospital and assist them along the way.
Scope of volunteer role	<ul style="list-style-type: none"> • Escort elderly clients to and fro between their home and the clinic/hospital • Assist seniors with their needs along the way • (Where needed) Attend the consultations and help translate the information for the seniors
Role requirements / criteria	<ul style="list-style-type: none"> • At least 21 years old • Enjoys spending time with elderly • Meticulous with details for prescriptions, follow-up appointments and payment • Healthy, mobile and able to assist elderly on wheelchairs or support them to board public transportation • Positive, patient and adaptable to changes • Able to converse in English • Ability to speak Chinese and/or dialects would be an advantage

Eldercare

Volunteer Role Descriptions

13) Senior Befriender	
Programme description	<p>Buddying and Befriending Programme Befriend socially isolated or vulnerable seniors to help them stay socially connected and age happily in their community.</p>
Mode of volunteering	Hybrid (Physical & Virtual)
Frequency	Regular, weekly for 6 months
Details	<p>Day/Time: Flexible Frequency: 2 phone calls and 2 house visits to each senior per month (i.e. once a week).</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Befriend seniors in the community and encourage them to attend active ageing programmes • Re-engage the seniors with the community and keep them mentally active through mind-stimulating activities (e.g. through chatting, playing games etc.) • Monitor seniors' health status and needs. Inform Filos of seniors' social needs so we may link them with required services. • Provide relevant updates to staff on elderly's progress through monthly online reports.
Role requirements / criteria	<ul style="list-style-type: none"> • At least 21 years old (Volunteers who are at least 17 years old will be considered on a case-by-case basis.) • Passionate about working with elderly to promote active ageing • Positive, patient and willing to lend a listening ear • Able to travel to beneficiary's home in Kembangan-Chai Chee and complete simple reports online • Ability to complete documentation of home visits/ phone calls on Google Form, and possess basic writing skills • Ability to converse in Mandarin/dialects would be an advantage • Befriending skills and experience is NOT required but would be an advantage

Eldercare

Volunteer Role Descriptions

14) Senior Buddy	
Programme description	<p>Buddy and Befriending Programme Befriend socially isolated or vulnerable seniors to help them stay socially connected and age happily in their community.</p>
Mode of volunteering	Hybrid (Physical & Virtual)
Frequency	Regular, for 6 months
Details	<p>Day/Time: Flexible Frequency: 1 phone call per month and 1 house visit every 2 months</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Keep seniors mentally active through regular engagements • Monitor seniors' health status and social needs • Inform Filos of seniors' needs so we may link them to relevant services • Provide updates to Filos staff on elderly's progress through monthly reports via google form
Role requirements / criteria	<ul style="list-style-type: none"> • At least 21 years old (Volunteers who are at least 17 years old will be considered on a case-by-case basis.) • Passionate about working with seniors to help them age well in the community • Positive, patient and willing to lend a listening ear • Able to travel to seniors' homes in Kembangan-Chai Chee and complete simple reports online • Ability to converse in Mandarin/dialects would be an advantage • Befriending skills and experience is not required but would be an advantage

Persons with Disabilities

Volunteer Role Descriptions

15) iBoccia Player	
Programme description	<p>iBoccia iBoccia is a sports game that is played by persons with disabilities at SUN-DAC. Annually, there's a competition in November and clients are paired with volunteers to take part in the competition. Through the year, volunteers will practice and train together with clients.</p>
Mode of volunteering	Physical
Frequency	Regular, for 1 year
Details	<p>Day/Time: Wednesdays, 1pm - 2pm Frequency: Weekly Commitment: Min. 8 times in a year</p>
Scope of volunteer role	<ul style="list-style-type: none"> • To be a teammate to adult persons with intellectual/physical disability to play boccia, so that the team could participate in annual competition • To train together with teammates
Role requirements / criteria	<ul style="list-style-type: none"> • At least 16 years old • Compassionate and patient towards engaging with persons with disabilities • No prior training or experience required • Training will be provided

Persons with Disabilities

Volunteer Role Descriptions

16) Activity Facilitator / Organiser	
Programme description	Activity Time Volunteers will take part in activity time together with persons with disabilities to engage them in programmes planned by the centre staff.
Mode of volunteering	Physical
Frequency	Regular, for at least 6 months
Details	Day/Time: Weekdays, 10am - 11.30am OR 2pm - 3.30pm Frequency: Weekly
Scope of volunteer role	<ul style="list-style-type: none">• To engage clients with disabilities in activities such as colouring, karaoke, puzzles, etc.• When the volunteers feel ready, they can help to plan the activities together with staff as well
Role requirements / criteria	<ul style="list-style-type: none">• At least 16 years old• Patient and open towards engaging with persons with disabilities• No prior training or experience required• Briefing will be provided and staff will be around

Persons with Disabilities

Volunteer Role Descriptions

17) Classroom Support Volunteer	
Programme description	<p>Classroom Support Special Education (SPED) schools run classes for children with autism and other forms of intellectual disabilities to engage them in learning as well as community-based activities.</p>
Mode of volunteering	Physical
Frequency	Regular, for at least 6 months
Details	<p>Day/Time: Weekdays, 8am - 12pm OR 2pm - 6pm Frequency: Weekly</p>
Scope of volunteer role	<p>Volunteers will buddy up with students with autism or intellectual disabilities, and support them during:</p> <ul style="list-style-type: none"> • Activities in class/ school • Community-based activities such as going to the shops in the neighbourhood
Role requirements / criteria	<ul style="list-style-type: none"> • At least 18 years old • Able to converse in English • Patient and open towards engaging with persons with disabilities • No prior training or experience required • Briefing will be provided and staff will be around

Persons with Disabilities

Volunteer Role Descriptions

18) Travel Buddy	
Programme description	<p>Travel Makers Programme</p> <p>Special Education (SPED) schools run community-based activities such as teaching students how to take public transport between key nodes such as home to school or work.</p>
Mode of volunteering	Physical
Frequency	Regular, for at least 6 months
Details	<p>Day/Time: Wednesday or Thursday, 3.30pm - 5.30pm</p> <p>Frequency: Weekly</p>
Scope of volunteer role	Volunteers will buddy up with students with autism or intellectual disabilities, and support them in navigating the public transport system to commute between key nodes such as from home to school / work and back.
Role requirements / criteria	<ul style="list-style-type: none"> • At least 18 years old • Able to converse in English • Patient and open towards engaging with persons with disabilities • No prior training or experience required • Briefing will be provided and staff will be around

Skills-based

Volunteer Role Descriptions

19) Skills-Based Volunteers	
Programme description	Filos Community Services is a multi-service Charity and Social Service Agency, with programmes and services for all ages. There are many ways that you can contribute your skills to support our cause and empower the community!
Mode of volunteering	Dependent on actual role
Frequency	Ad-hoc / Regular
Details	<p>Examples:</p> <ul style="list-style-type: none">• Admin Assistants• Consultants• Drivers• Event Facilitators• Fundraisers• Graphic Designers• Medical Escorts• Photographers• Videographers and many more! <p>Even if your skillsets are not listed above, feel free to reach out to us at volunteer@filos.sg and we can explore how we can help the community together!</p>
Scope of volunteer role	Depends on actual role
Role requirements / criteria	Depends on actual role

Micro-Volunteerism

Volunteer Role Descriptions

20) Game Time Kaki (Active Ageing Centre)	
Programme description	<p>We are looking for friendly and enthusiastic Game Time Kakis to accompany seniors in playing Rummy-O or Mahjong.</p> <p>Engaging seniors in strategic games such as Mahjong and Rummy-O can help maintain overall cognitive abilities and provide opportunities for seniors to socialise. Join us to make a difference in the well-being of our seniors!</p>
Mode of volunteering	Physical
Frequency	Regular, for 3 months
Details	<p>Day: Every Friday Time: 1.30pm - 4.30pm Venue: Filos' Office (55 Chai Chee Drive)</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Help foster social interaction and enjoyment, making each game session a highlight of their day • Accompany seniors in playing Rummy-O or Mahjong
Role requirements / criteria	<ul style="list-style-type: none"> • At least 18 years old • Responsible and mature • Passionate about engaging the elderly and keeping them active • Ability to speak Chinese and/or dialects would be an advantage

Micro-Volunteerism

Volunteer Role Descriptions

21) Friends of AAC (Operations)	
Programme description	<p>You will support the Operations Team of Filos' Active Ageing Centre (AAC) in the logistical tasks during Filos' Active Ageing Programmes.</p> <p>In this role, you can help contribute to the smooth running of our Active Ageing Centre, creating a more efficient execution of our activities and programmes.</p>
Mode of volunteering	Physical
Frequency	Regular, for 3 months
Details	<p>Day: Between Mon - Fri</p> <p>Time: 9.30am - 11.30am OR 1.30pm - 3.30pm</p> <p>Venue: Filos office at 22 Chai Chee Rd</p>
Scope of volunteer role	<p>Support in logistical tasks including, but not limited to,:</p> <ul style="list-style-type: none"> • Set up chairs and tables before the session starts • Set up materials/ equipment required for the activity (e.g. cups of water for chinese painting, projector screen) • Wipe down of chairs and tables after session ends • Ensure cleanliness of the space used
Role requirements / criteria	<ul style="list-style-type: none"> • Physically healthy and able-bodied • Independent and responsible • Punctual and timely to set up logistics required before the activity starts

Micro-Volunteerism

Volunteer Role Descriptions

22) Friends of AAC (Admin)	
Programme description	<p>You will support the Administration Team of Filos' Active Ageing Centre (AAC) in various administrative tasks during Filos' Active Ageing Programmes.</p> <p>In this role, you can help contribute to the smooth running of our Active Ageing Centre, creating a more efficient execution of our activities and programmes.</p>
Mode of volunteering	Physical
Frequency	Regular, for 3 months
Details	<p>Day: Between Mon - Fri</p> <p>Time: 9.30am - 11.30am OR 1.30pm - 3.30pm</p> <p>Venue: Filos office at 22 Chai Chee Rd</p>
Scope of volunteer role	<p>Support in administrative tasks including, but not limited to:</p> <ul style="list-style-type: none"> • Calling seniors to remind them to attend Active Ageing Programmes • Taking attendance before the start of the programme • Registering seniors for upcoming programmes
Role requirements / criteria	<ul style="list-style-type: none"> • Able to read English • Able to converse in English and Mandarin • Open to learning new technology (e.g. Use scanner to take attendance)

Micro-Volunteerism

Volunteer Role Descriptions

23) Friends of AAC (General)	
Programme description	<p>In this Team, you will support staff at Filos' Active Ageing Centre (AAC) with miscellaneous tasks.</p> <p>In this role, you can help contribute to the smooth running of our Active Ageing Centre, creating a more efficient execution of our activities and programmes.</p>
Mode of volunteering	Physical
Frequency	Regular, for 3 months
Details	<p>Day: Between Mon - Fri</p> <p>Time: 9.30am - 11.30am OR 1.30pm - 3.30pm</p> <p>Venue: Filos office at 22 Chai Chee Rd</p>
Scope of volunteer role	<p>Support in tasks given by Filos staff including, but not limited to:</p> <ul style="list-style-type: none"> • Packing of activity materials for active ageing programmes • Setting up decoration during festive occasions
Role requirements / criteria	<ul style="list-style-type: none"> • Responsible and independent

Micro-Volunteerism

Volunteer Role Descriptions

24) AAC Call Buddy	
Programme description	<p>As a Call Buddy, you will make phone calls from Filos Active Ageing Centre (AAC) for outreach purposes and promote AAC activities.</p> <p>Through this role, you will support staff in engaging seniors who may be more socially isolated and encourage them to attend Active Ageing Programmes that can bring positive benefits to their physical, mental, and emotional well-being.</p>
Mode of volunteering	Physical
Frequency	Regular, for 3 months
Details	<p>Day: Between Mon - Fri</p> <p>Time: 2pm - 4pm</p> <p>Venue: Filos office at 22 Chai Chee Rd</p>
Scope of volunteer role	<ul style="list-style-type: none"> • Make phone calls to residents through Filos AAC's landline to promote Filos and encourage them to attend our programmes • Update staff on residents' interest in programmes
Role requirements / criteria	<ul style="list-style-type: none"> • Pleasant, polite and friendly • Able to engage in conversation with seniors over phone • Able to read English • Ability to speak Mandarin, Malay and local dialects will be added advantage

Filos Community Services

Building Stronger Communities, Together!

Services

Family, Children and Youth Assistance & Referral
Community Mental Health
Eldercare
SG Cares Volunteer Centre @ Bedok

Contact Us

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Filos@55

55 Chai Chee Drive #01-222
Singapore 460055
Tel: 6241 1503

Filos@22

55 Chai Chee Road #01-538
Singapore 461022
Tel: 6244 8107


 volunteer@filos.sg

 www.filos.sg

 **Volunteer Portal:**
<https://bit.ly/FilosVMS>

 @filos.sg

 @filos.sg

 @Filos Community Services

 @BedokVC

Contact Us



*"Alone we can do so little; together we can do so much."
- Helen Keller*

For Active Ageing Centre or Social Service Agency:

If you have questions about senior volunteerism and/or the role descriptions, feel free to reach out to us at volunteer@filos.sg!

If you are a community partner in Bedok town and wish to join the **SG Cares Volunteer Centre @ Bedok's mailing list**, do let us know at volunteer@filos.sg. We will keep you updated on new resources and upcoming partner sessions.

For aspiring volunteers:

Be it nurturing children to reach their potential, building resilient families, providing assistance to those with food and financial needs or contributing to an inclusive society that our seniors can age happily in - there are many ways that you can make a difference in someone's life today.

[Kickstart your volunteering journey today!](#)

For enquiries or to explore other potential volunteering/ collaboration ideas, please contact volunteer@filos.sg or **8772 9924**.

**Content is accurate as of 2 August 2024 and subject to change.*