



Job Title: **Adult Day Program Assistant (Volunteer)**

Department: Adult Day Centre  
Reports to: Adult Day Program Coordinator

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**POSITION SUMMARY:**

The volunteer will assist the Day Program staff with the implementation of program activities for participants of the Adult Day Program. Tasks may include, but are not limited to: helping with program room set up, activity prep, preparing snacks, and socializing with clients.

**QUALIFICATIONS:**

The ideal candidate for this position possess the following skills and qualifications:

- Care and compassion; enjoys being with seniors
- Good interpersonal skills with the ability to communicate in and understand English
  - Other languages is an asset
- Sensitive to people's needs
- Reliable and punctual
- Enthusiasm when assisting in program activities
- Previous experience working with seniors (volunteer or paid) is an asset

**MAJOR REPSONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Socialize with clients and maintain a fun social atmosphere;
- Take direction and assist staff with tasks such as setting up the program room, preparing snacks, cleaning and reorganizing the program room at the end of the day;
- Assist in planning, implementing and evaluating program activities;
- Report any concerns to coordinator or program worker
- Assist clients physically, such as transferring from sitting to standing and escorting clients on and off the bus

**ORIENTATION/TRAINING:**

Successful candidates will attend an initial orientation and training session facilitated by the Volunteer Department. Volunteer will receive task-specific training, on-going support, and supervision from the Adult Day Program Coordinator and/or Program Worker.

**TIME REQUIREMENT:**

Volunteers asked to volunteer three (3) or five (5) hours once per week or as often as possible.

- Mondays – Thursdays: 9:30am – 3:00pm

**LOCATION:** 188 Carlton Street, Toronto

**BENEFITS:**

- Volunteers will have the opportunity to gain skills in the areas of: program implementation, networking, organization, and to promote the wellness and independence of members.
- TTC tokens provided to volunteers who live more than 5km away and do not qualify for the Ontario Works transportation allowance.
- Reference letter provided after 24 hours of volunteer service.

**For more information and to apply, please contact:**

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