



Job Title: **Adult Enrichment & Wellness Program Volunteer**

Department: Adult Enrichment & Wellness Program

Reports to: Adult Enrichment & Wellness Program Coordinator

POSITION SUMMARY:

Assist Adult Enrichment and Wellness Program staff with the implementation of program activities for participants of the Adult Enrichment and Wellness Program. Activities may include, but are not limited to: program room set up and clean-up, program delivery, and assisting clients as necessary.

QUALIFICATIONS:

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

- Strong communication skills in English (other languages an asset);
- Friendly and outgoing; comfortable meeting and speaking with people;
- Patient with and non-judgmental of others;
- Ability to community respectfully with diverse populations and cultures;
- Excellent interpersonal skills;
- Reliable and punctual for all scheduled shifts;
- Prior experience working with seniors who are well, active, and want to engage with others
- Willingness to be trained; accept supervision; and to work directly with the Program Coordinator in areas of program development and delivery.

MAJOR REPSONSIBILITIES:

- Assist clients during programs
- Preparing morning coffee cart
- Assist in planning, implementing, and evaluating program activities
- Assisting coordinator with program set up and clean up
- One on one talking time with clients
- Reporting to coordinator regarding client concerns

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 Enrichment & Wellness Program Coordinator.

TIME REQUIREMENT:

Volunteers asked to volunteer a minimum of once per week with a minimum 3-month commitment:

- Monday and/or Tuesdays: 10:00am – 3:00pm

LOCATIONS: 188 Carlton Street and/or 285 Shuter Street and/or 55 Bleecker St

BENEFITS:

- An opportunity to obtain job skills and gain knowledge in the area gerontology.
- 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 upon completion of 24 hours of volunteer service

For more information, please contact:

Heather Johnson
Manager, Volunteer Program and Human Resources
Dixon Hall Neighbourhood Services
416-863-0499 ex. 3225
volunteer@dixonhall.org

Applicants can apply online at www.dixonhall.org or print out an application form for submission to the email address above.