

Program Assistant Volunteer

The Kimel Family Centre for Brain Health and Wellness is the world's first research-based community centre dedicated to reducing dementia risk and examining the benefits of personalized brain health programming for people aged 50+.

As the Program Assistant Volunteer, you will support the Program Manager and/or Fitness Coordinator with the program division of the Kimel Family Centre for Brain Health & Wellness ("Kimel Family Centre").

Responsibilities:

- Assist with program implementation (virtual and in-person) as requested and in support of, the Program Manager and Fitness Coordinator (i.e. program set-up, co-facilitation, tech support, handout printing, etc.).
- Play an integral role in organizing and disseminating the program evaluations, and support the Program Manager and/or Fitness Coordinator in summarizing the results.
- Assist with the maintenance of attendance records where applicable.

Skills:

- Working knowledge of databases and video-conferencing solutions.
- Ability to provide great customer support, displaying friendliness and professionalism at all times.
- Ability to work independently and as part of a team.
- Excellent communication skills.
- Additional languages are an asset.
- Prior/current educational or professional experience in Gerontology, Program Development, Project Management, Operations, or related fields is an asset.

Schedule:

The Program Assistant Volunteer working hours will mainly be during the business week (Monday to Friday), but required work may also include weekends on occasion. Shifts can be in the morning (8 a.m. to 12 p.m.), in the afternoon (12 p.m. to 4 p.m.), or in the evening (4 p.m. to 8 p.m.).

There are positions for 2-5 volunteers for each shift in the morning, afternoon, and in the evening

These volunteer positions are in-person or virtual depending on the program schedule.