

Administrative 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 an Administrative Assistant Volunteer, you will support the Program Manager and the Administrative Team, as well as the members of the Kimel Family Centre for Brain Health & Wellness ("Kimel Family Centre").

Responsibilities:

- Be a friendly and welcoming face as members enter the building.
- Direct members to program rooms, research appointments and washrooms.
- Assist members with questions re: parking, registration, etc.
- Conduct supply inventory.
- Fold towels.
- Cover breaks for the Administrative Team.
- Prepare welcome folders.
- Prepare dog bowls with water for service animals.
- Confirm the start/end time of classes.
- Provide members with locker keys for the pool and gym.
- Help members with arranging a taxi or rideshare, when needed

Skills:

- Excellent communication and interpersonal skills.
- Excellent customer service/service orientation
- Exceptional leadership, confidence and team-building skills.
- Ability to work independently with efficiency and accuracy.
- Additional languages are an asset.

Schedule:

- Typically, Sunday to Friday. Some weekends and evenings are possible.
- Shifts are scheduled for approx 3 hours within the window of 8 a.m.-8 p.m.
- Shifts are in-person only.