

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 execution (virtual and/or in-person) for the Program Manager and Fitness Coordinator (i.e. program set-up, co-facilitation, tech support, handout printing, room set-up/tear down, 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 maintaining attendance records where applicable.
- Serve as a buddy for members who need assistance during programs.

Skills:

- Working knowledge of and comfort using Google Sheets and video-conferencing solutions, such as Zoom.
- Ability to provide great customer support, displaying friendliness and professionalism at all times.
- Aptitude or interest in fitness and health promotion.
- 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, Kinesiology, Exercise Physiology, Program Development, Project Management, Operations or related fields is an asset.

Schedule:

- Typically, Sunday to Friday.
- Shifts can range from one to three hours in length, ranging from 8 a.m. to 8 p.m.
- Shifts can be in-person or virtual.
- Shifts will mostly support Fine Arts & Crafts and Fitness programs.