



PROGRAM AIDE VOLUNTEER
Job Description

1. Duties & Responsibilities:

- a) Attend regularly scheduled program.
- b) Set up program area in advance of people arriving. For example – chairs set out, make coffee, set out program supplies, etc.
- c) Ensure that all participants are welcomed and introduced.
- d) Ensure that participants sign in.
- e) Introduce guest presenter, if there is one.
- f)

2. Time Commitment Required: Commit to attend program sessions on a regular basis for the 2 to 3 months during which the program is offered.

3. Qualifications & Requirements: Comfortable speaking in front of a group. Ability to interact with others. Organizing skills. Be available to attend programs on a regular basis.

a) **Special Considerations:**

4. Orientation & Training: To Be Determined.

5. Lines of Communication: HSSI Resource Coordinator.

6. Benefits: Stay connected with other residents of the community. Gain skills in program facilitation. Volunteer recognition event.

Contact Information:

HSSI Resource Coordinator
Headingley Community Centre
5353 Portage Avenue
Phone: 204-889-3132 ext 3.
Email: hdlyseniorservices@mts.net