



## Volunteer Job Description- Program Assistant

**Purpose of Position:** To assist the program leader(s) in the delivery of recreation programs and to ensure program participants enjoy their experience in a safe, positive environment.

**Outcomes of Position:** The volunteer will gain valuable leadership experience and hands-on skills in a variety of areas (will vary based on volunteer placement).

### **Roles, Responsibilities, and Tasks:**

- Assist in the preparation of course materials / equipment
- Ensure the program space is clean, safe and free from hazards
- Aid the program leader(s) in the taking of attendance of participants if necessary
- Monitoring participants in their activities
- Assist the program leader(s) in the delivery of the program
- Be familiar with the policies and procedures of Recreation, Culture, and Community Services

### **Schedule and Commitment:**

- Will be asked to commit to the regular scheduled dates and times of the program (min. 1hr per week)
- Must contact the program leader, or supervisor (in lieu of), as far in advance as possible to notify of upcoming absence(s)
- Volunteer must keep track of their hours with the provided time-log

### **Skills, Experience & Other Requirements:**

- Be willing to work with the public
- Be flexible and willing to try new things
- Have a good attitude
- Able to take initiative
- Previous experience volunteering with children an asset but not required
- First Aid or willingness to obtain an asset, but not required

### **Setting & Location:**

- Location will vary by program; typical locations include the Douglas Recreation Centre, Timms Community Centre, and Nicomekl Elementary School.

### **Orientation, Training & Other Supports Provided:**

- Will be provided with a volunteer manual, t-shirt and Photo Identification
- An optional group orientation may be provided
- Recreation Supervisor will be available to answer questions or give advice
- A letter of recommendation will be provided following volunteer service