



Health Bistro Activity Program Assistant

Purpose

- To assist the Day Program Activity Coordinators with day to day activities.

Tasks/Responsibilities

- Assist the Activity Coordinators by co-facilitating activities in the Day Program.
- Assisting clients in programs and participating in one-on-one programs when needed.
- Co-facilitate regularly scheduled activities (i.e. yoga, ageless grace, music, art program, storytelling, garden club, men's group etc.).
- Assist in the preparation of craft materials, woodworking projects, games or group activities as well as Montessori activity packages for use by Day Program clients.
- Assist in the kitchen with the preparation of meals and snacks for the Outreach programs.
- Assist in the organization of supplies in the day program; including annual inventories and replenishing of supplies as well as organizing donations that we receive for program supplies.
- Help with the set up and cleanup of activities throughout the day.
- Assist in the planning and implementation of special events for the Day Program Clients (i.e. family BBQ's, Blueberry festival, Christmas parties etc.)
- Office duties such as; filing, photocopying, phone calls and document preparations.
- Other duties as assigned.

Qualifications

- Minimum 18 years of age.
- Possess a special interest or knowledge of dementia.
- Patience, excellent communication skills, good listener, non-judgmental.
- Organized, reliable, and trustworthy.

Time Commitment

- At least a 6-month commitment, for a minimum of 3 hours a week.
- Daily hours donated must be recorded and made available to the Volunteer Coordinator and assistant, for statistical purposes, at the end of each month.

Orientation/Training

- A general volunteer orientation to the organization's policies, values and goals, including Health & Safety training.
- Specific training on the tasks and responsibilities included in this role.

Screening

- Application, resume, interview and 2 references required.
- Applicants will be required to complete a police record check and the 2 Step TB test.

Evaluation

- Volunteers can expect an assessment by their supervisor or the Volunteer Coordinator after 3 months of commencing as well as yearly and upon completion.

Supervision

- The volunteer will be supervised by Health Bistro Staff and Activity Coordinators.
- The volunteer will be supported by the Volunteer Coordinator, who will be available to help with any concerns or questions about the volunteer process and expectations.

Benefits

- Experience will be of benefit when applying for future professional or volunteer positions.
- Invitation to attend the annual Volunteer Appreciation Event.
- A letter confirming volunteer role & hours upon completion of commitment if requested.