

Community Connect Assistant

Purpose of Position:

- To assist in the successful implementation of Community Connect Programs.

Qualifications:

1. Interest in spending time with seniors
2. Ability to stand for extended periods of time and lift up to ten pounds
3. Patient, friendly, reliable, and punctual
4. Willingness to participate in training programs (as required)
5. Willingness to obtain a Vulnerable Sector Check
6. Willingness to sign an oath of confidentiality

Roles and Responsibilities:

1. To assist with set up of room prior to each program including tables, chairs, and decorations
2. To assist with registering participants
3. To assist with meal service, either in the kitchen or waiting tables
4. To communicate respectfully with senior clients and create a positive experience for them
5. To assist with clean up after the event
6. To attend volunteer meetings and training sessions (as required)

Orientation and Training:

1. Initial orientation to agency and program
2. On the job training provided
3. Additional training workshops are offered as needs and opportunities are identified

Time: Weekdays, morning or afternoon, depending on location

Location: Multiple Community Connect program locations throughout Muskoka

Commitment: One or more times per month

Supervisor: Seniors Programs and Services staff member at community program location

Benefits:

- Sense of fulfillment in creating a positive experience for seniors in the community
- Increased social opportunities
- Sense of purpose in helping others
- Formal and ongoing recognition

