



Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills ON L7G 5G2  
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## Recreation & Parks Volunteer Position Description

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- POSITION TITLE:** Volunteer Program Assistant
- PROGRAM:** TIME (Together In Movement & Exercise)
- CUSTOMER GROUP:** Adult
- POSITION PURPOSE:** TIME is an exercise program developed for people with a range of neuromuscular conditions such as a stroke, brain injury or Multiple Sclerosis. The aim of the program is to help improve balance and strengthen through a circuit station format designed to stimulate and respond to the participants' individual abilities. Under the direction of the Fitness Leader, the volunteer will provide support and assistance to the participants of the program.
- REPORTING TO:** Recreation Coordinator, Active Living
- TIME COMMITMENT:** 9 week session, twice a week preferred, 1 hour to 2 hours per weekday/daytime
- JOB DURATION:** Minimum commitment is one full session (9 weeks) and ideally one year commitment to program with some flexibility
- LOCATION:** Hillsview Active Living Centre - Georgetown
- POSITION DUTIES/RESPONSIBILITIES:**
- Arrive on time to all scheduled shifts
  - Assist with set-up and clean-up of equipment and fitness stations; some light lifting of equipment is required
  - Assist in delivering instruction and actively participate in the program
  - Provide 1:1 or 1:2 support to the participants
  - Correct technique as outlined in the training program
  - Support and encourage participants throughout the class
  - Report progress of participants regularly to Fitness Leader as outlined in the training program
  - Provide high quality customer service to participants and support persons/family members
  - Follow all policies, procedures and emergency protocols
  - Be a positive role model to program participants
  - Act in a professional manner
  - Seek clarification and guidance from Fitness Leader when needed
  - Record volunteer hours and complete an evaluation at the end of each session
  - Dress according to the Dress Code and wear required uniform each day

## **QUALIFICATIONS & SKILLS:**

- 18 years of age or older
- Must be comfortable working one to one with participants
- Patient, respectful, understanding and compassionate
- Willing to take initiative and actively participate in the program
- Past experience with or interest in fitness, rehabilitation therapies, health promotion is considered an asset
- Interest in working with older adults with disabilities and/or mobility impairments
- Effective team player with positive attitude, interacting well with participants and staff
- Strong communication and listening skills
- Ability to maintain a high level of confidentiality
- First Aid and CPR is an asset

## **BOUNDARIES/LIMITATIONS:**

- Volunteers are not covered by the WSIB and are not eligible for compensation related to injuries incurred while volunteering
- Volunteers will not be left alone with program participants
- Volunteers are not responsible for creating the program and/or instruction plans
- Volunteers will not engage in discipline
- Volunteers will not answer questions to which they do not know the answer
- Volunteers will not take the lead in emergency situations

## **VOLUNTEER BENEFITS:**

- Confirmation of hours and reference letters available upon completion of volunteer commitment
- Learn program planning and implementation, leadership and communication skills
- Meet new people and develop relationships for potential job opportunities in the future

## **ORIENTATION/TRAINING:**

- Must attend 100% of the TIME training program (8 hours) including mobility and equipment training
- Must complete mandatory on-line training modules prior to starting as a volunteer – approximately 2.5 hours
- Must attend a mandatory orientation – approximately 30 minutes
- Ongoing support and feedback from the Fitness Leader
- If volunteer wishes to change their placement additional training may be required

## **SUPERVISION & SUPPORT:**

- Upon placement the volunteer will report directly to the Fitness Leader onsite and will be supervised directly by them throughout program
- The Recreation Coordinator, Active Living will be available to address questions or concerns throughout program
- It is the responsibility of the volunteer to ask questions and seek support and guidance when needed

**VOLUNTEER EVALUATION:** Volunteers receive a performance evaluation at the end of the program session and/or upon departure. Volunteers are also encouraged to complete a self-evaluation as well as an evaluation of the volunteer program in general.

**RISK LEVEL:** HIGH – working with vulnerable sector

**SCREENING:**

- Application Form
- Interview
- Signed Agreement Form
- Two Reference Checks
- Police Security Clearance (Vulnerable Sector Screening if 18 years of age or older) – to be completed every three years
- Orientation & training
- Ongoing supervision and feedback
- Final evaluation

Date Developed: January 10<sup>th</sup>, 2017

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Developed By: Margaret Taylor, Recreation Coordinator – Active Living