



# Wellness Program Assistant

## 2019 Volunteer Job Description

Position Title	<b>Wellness Program Assistant</b>
Supervisor	Shana Barbour, Program Coordinator (shana@friendsoffishcreek.org)
Wellness Program Description	The Friends' Wellness Program includes offerings such as yoga, meditation, Qi Gong, Good Grief walking program and outdoor painting classes; through these offerings, participants are encouraged to engage in activities that promote healthy lifestyles while experiencing the beauty and tranquility of Fish Creek Provincial Park. Funds generated by these programs contribute directly to the financial sustainability of the Friends of Fish Creek.
Overall Role of Program Volunteers	To support the Wellness Program instructors and ensure that sessions are well-coordinated and safely run.
Desired Outcomes	<ul style="list-style-type: none"> <li>• Increased community engagement through a variety of different types of offerings</li> <li>• Increased public participation in Wellness programming</li> <li>• Well organized and efficiently run programs</li> </ul>
Tasks and Responsibilities	<ul style="list-style-type: none"> <li>• Sign up for volunteer shifts using <i>MyVolunteerPage</i></li> <li>• Professionally represent the Friends of Fish Creek during programs</li> <li>• Ensure that programs areas are safe for participants</li> <li>• Greet participants, facilitate registration and collect drop-in fees</li> <li>• Submit program paperwork and fees to Supervisor at the end of each session</li> <li>• Bring personal water, sunscreen and hat and dress for the weather and activity</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Sign and submit Friends of Fish Creek Volunteer Agreement</li> <li>• Acknowledge the Friends of Fish Creek Volunteer Handbook on MVP profile</li> <li>• Clear Police Information Check (first year Assistants only)</li> <li>• <b>Carry fully-charged personal cell phone</b> and provide First Aid if needed (only if currently certified)</li> <li>• Friendly and professional interpersonal skills</li> <li>• Ability to work with Friends staff and other volunteers</li> <li>• Basic computer/internet literacy and working email account</li> </ul>
Time Commitment	A minimum of four 2-hour shifts each month from June through August
Training	Mandatory Wellness Program volunteer training held in April with mentor shifts scheduled at the beginning of the season with experienced volunteers.
Evaluation	Ongoing. We welcome feedback from volunteers throughout the season and volunteers will be invited to complete an end-of-season Volunteer Experience Survey to provide feedback to the organization; an end of season Wellness Program meeting will also occur in September.
Benefits	<ul style="list-style-type: none"> <li>• Get involved in the Friends of Fish Creek community and meet new people</li> <li>• Play an active role in supporting the financial sustainability of the Friends of Fish Creek</li> <li>• Free participation in the session at which you are assisting</li> <li>• Invitation to optional First Aid training</li> <li>• Eligibility for Letter of Involvement</li> <li>• Receive <b>Voice of the Friends</b> newsletter and stay informed about upcoming events and happenings in Fish Creek</li> <li>• Invitation to volunteer appreciation events</li> </ul>
Revised Feb 11, 2019	