



Volunteer Job Description- Program Assistant

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

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 Langley Arts policies and procedures

Schedule and Commitment:

- Will be asked to commit to the regular scheduled dates and times of the program
- 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; Art in Found Spaces locations include the Timms Community Centre, and Township of Langley Civic Facilities building.

Orientation, Training & Other Supports Provided:

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