



## **Volunteer-Site Coordinator**

The North Shore Keep Well Society (NSKWS) is a registered society in British Columbia and a federally registered Charity which has been in existence for over 35 years. NSKWS operates a free exercise and wellness program that provides fitness training, health awareness and wellness education and opportunities for social contact to help older adults lead active and independent lives. Participation in the program is voluntary and takes place weekly at seven sites across the North Shore.

**Job Title:** Site Coordinator

**Location:** Various

**Responsibilities:**

- Manage activities at site for weekly exercise class, including the greeting and registration of participants
- Ensure that Keep Well protocols related to safety, confidentiality, and abuse prevention are adhered to
- Arrange schedule for volunteer health practitioners and arrange for occasional speakers
- Work with other volunteers to ensure that the site is set-up before and tidied-up after each session
- Actively participate in periodic Site Coordinators' meetings
- Follow COVID-19 precautions as outlined by Vancouver Coastal Health Authority, NSKWS and site location

**Qualifications:**

- Genuine interest in seniors and ability to create a welcoming environment at the site
- Good interpersonal skills, including the ability to communicate with seniors and volunteers
- Reliability
- Basic familiarity with email and virtual meetings (Zoom) an asset  
Training will be provided.

Criminal Record Check for working with vulnerable populations will be required.

Hours: 2-4 hours a week September-July

To apply for the position please send email to  
[northshorekeepwellsociety@telus.net](mailto:northshorekeepwellsociety@telus.net) or call: 604-988-7115