



# Stroke Recovery Association of Manitoba

## Volunteer Program Assistant – iPad & Tablet Help Group

### **Position Description & Duties**

SAM requires a Volunteer Program Assistant to help support our *iPad and Tablet Help Group*. This is a new program in the pilot stages. We are looking for someone to help with:

- Setting up and taking down the space
- Getting group participants settled into the space, this may require assisting with outerwear or getting refreshments
- Answering questions related to iPads, tablets and other “smart” devices
- Helping group participants take notes
- Explaining things in an easy to understand way

### **Qualifications/Required skills**

- Patience
- A friendly personality
- An understanding of the challenges faced by stroke survivors
- Excellent communication skills
- Good working knowledge of iPad, tablet and “smart” devices
- Ability to think critically and to multi-task

### **Time Commitment**

This program will run as a drop-in session from 2:30PM-3:30PM on Thursdays. We require candidates for this position to be available from 2:00-4:00PM on Thursdays. We also ask that volunteers give us a minimum 2 month commitment to the position.

### **Other Requirements**

- Criminal Record Check

### **Accountability**

You will report directly to the Administrator.

*Offering direct service programs to Stroke Survivors and their Families/Caregivers*

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