



## Volunteer Position Description

**Title:** Virtual General Fitness Instructor

### **About the Position:**

The Virtual Volunteer Facilitator for this role is a professional in their field whose knowledge of oncology and background in group facilitation, will provide quality programming.

**Purpose:** To provide a general, light fitness virtual program to members who have been impacted by cancer.

### **Time Commitment:**

- This is a remote position, and the successful candidate must be able to work at home as mutually determined in advance
- One hour per week, plus one-hour quarterly supervision
- Facilitate a one-hour group weekly for a minimum of one year
- Scheduled hours to be established with Supervisor
- Two weeks' notice is required prior to resignation
- Notify Supervisor of any time off / vacation (two weeks' notice requested)
- Recording content in advance to be used for days off/vacation and used as back up in case of last-minute changes due to illness
- Stat holidays and office closure days will be shared in advance

### **Key Responsibilities (frequency may vary):**

- In collaboration with the Virtual Program Coordinator (Supervisor) to provide high quality virtual programming
- Set a schedule with Supervisor for virtual classes
- Have access to reliable technology and comfortable with the Zoom platform
- Access to a private space when conducting program due to member privacy
- Check in with Supervisor on an ongoing basis and report on the program as well as share if any concerns – volunteers do not need to resolve/advise on member issues
- Report volunteer hours monthly
- Respect the confidentiality of any member's, volunteer's or staff's information that you may become aware of while volunteering
- Notify your supervisor with as much notice as possible if you are unable to report for a scheduled shift or need to report illness
- Submit any changes in personal information/contact information to your Supervisor
- Share any conflict of interests that may arise
- Answer member questions within the group hour
- Report any issues or concerns to the Supervisor immediately
- Attend quarterly Facilitation meetings



- Current registration with a professional regulatory body is advantageous
- Familiarity in working with adults with cancer-related stress
- Commitment to Gilda's Toronto Mission
- Completion and submission of a Vulnerable Sector Screening/Declaration on an annual basis
- Respect boundaries within the various relationships. Relationships are friendly yet professional at all times
- Maintain professional boundaries/relationship with members

#### **Skills:**

- Completion of an approved fitness course
- Effective communication skills with fluency in English
- Ability to use Zoom technology in a secure/private space
- Ability to lead a class and engage members
- Able to provide/suggest alternative moves, a range of options for varying abilities and skill levels/medical/physical states
- Maintain strict confidentiality while dealing with members
- Demonstrate patience
- Punctual, reliable, flexible
- Good time management
- Sensitivity to persons impacted by cancer
- Minimum 3 years' experience teaching fitness
- Group facilitation experience

#### **Requirements:**

- Age 18 yrs. +
- Submit an application form
- Attend an interview
- Show proof of identity (ID)
- Provide two references
- Sign confidentiality and release forms
- Complete a police check (the organization will facilitate; an annual declaration may be required)
- Complete volunteer program orientation/trainings as required
- Provide copies of fitness certifications as required

#### **Supervision and Support:**

- Virtual Program Coordinator

#### **Training:**

- General Volunteer Orientation, along with Facilitator Training, will be provided.
- Complete organizational, mandatory education as required

**Benefits of Volunteering:**

- Gain job skills and a reference
- Help others
- Meet new people
- Make a difference for the members and the organization

**About Gilda's Toronto:**

Gilda's Toronto's purpose is to help people live, while living with cancer. Comedy legend Gilda Radner believed that no one should face cancer alone. Instead, they should have access to complete psychosocial cancer support from communities with shared experiences.

Led by highly qualified experts, our innovative programs and services offer personalized and specialized support to those suffering the emotional and psychological impacts of a cancer diagnosis. This would not be possible without the support of a diverse group of professionals, partners and communities who share our vision.

With the help of cancer care partners and providers, Gilda's Toronto continues to foster diversity, equity and inclusion to support growing communities in the GTA and beyond. That's why we have been a leader in innovative psychosocial cancer support for more than 20 years. And we are just getting started.

"Gilda's Toronto has often been referred to as "the missing link in the cancer care system."  
~ Patrick J. Gullane, MB,FRCS,FRACS (Otolaryngologist, University Health Network).

**Notes:**

1. Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in volunteering at Gilda's Toronto.
2. At this time, most volunteer roles with Gilda's Toronto operates virtually, connecting with members online to deliver programs that include education, physical activity and support groups from the comfort of their own homes. This thriving virtual community has become for some, the only connection to emotional support, the only outlet for physical exercise and the only place to meet others who can relate to their feelings of isolation, fear and anxiety. Kennedy Road Charitable Gaming, Special Events and some other programs are in person and locations will be shared if you are interested in applying.