

ALZHEIMER SOCIETY OF MANITOBA
POSITION DESCRIPTION

SECTION 1: IDENTIFYING INFORMATION

Position Title:
Minds in Motion Program Facilitator (Contract- Winnipeg)

Supervisor's Title:
Program Director (Interim)

Date: July 2026

SECTION 2: POSITION SUMMARY

The Alzheimer Society of Manitoba exists so that all Manitobans affected by dementia receive the help they need today and have hope for tomorrow.

Minds in Motion offers a dementia-friendly and inclusive atmosphere for people living with early to moderate signs of dementia and their care partners. It is a space to connect, move gently and share moments of joy without judgment, ensuring that participants feel supported, heard and welcomed.

The Minds in Motion program is a two-hour weekly program, facilitated in eight-week sessions three times a year (fall, winter and spring). Each weekly session is two hours and includes 45 minutes of gentle chair exercise led by a certified fitness instructor, followed by coffee and social conversation, games, and creative engagement that builds confidence and connection.

There are currently six Minds in Motion sites in Winnipeg. The Alzheimer Society is looking for support at the following locations:

1. Dakota Community Centre- 1188 Dakota St
Thursdays from 9:30 am to 12:30 pm
Start date: October 15th
2. Rady JCC Fitness Centre- 123 Doncaster St
Wednesdays from 9:30 am to 12:30 pm
Start date: October 14th
3. River East Church- 755 McLeod Ave
Thursdays from 12:30 pm to 3:30 pm
Start date: October 15th
4. Riverwood Square- 1778 Pembina Hwy
Tuesdays from 9:30 am to 12:30 pm
Start date: October 13th
5. The Wellness Institute- 1075 Leila Ave
Thursdays from 1:30 pm to 4:30 pm
Start date: October 15th
6. YMCA (Westwood)- 3550 Portage Ave
Tuesdays from 12:30 pm to 3:30 pm

Start date: October 13th

The Program Facilitator is responsible for overseeing the program delivery week to week at their assigned site location(s), including the participant experience and providing support/instruction to the assigned program volunteers. In addition to the Program Facilitator, each Minds in Motion site has three to five volunteers to support the delivery of programming.

This is a contract position that requires a minimum three-hour commitment, once per week for the duration of the eight-week Minds in Motion session. The hourly rate of pay is \$35.00 per hour.

SECTION 3: DUTIES AND RESPONSIBILITIES

1. PROGRAM IMPLEMENTATION AND DELIVERY

- Liaise between the Alzheimer Society of Manitoba, program participants and program volunteers to facilitate programming.
- Lead and facilitate programming at assigned Winnipeg site(s) each program season.
- Provide a safe, welcoming, stigma free and fun filled environment for program participants.
- Prepare conversations prompts during coffee time to engage participants in meaningful and/or social conversation.
- Discuss the option for a participant to be referred to the Alzheimer Society's First Link program for ongoing information, education and support if it is identified that they may require emotional support and/or navigational assistance; Complete the referral with the participant(s) consent and submit the referral to the Dementia-Friendly Communities Coordinator.
- Debrief with the fitness leader and program volunteers on a weekly basis to discuss participant experience(s), potential safety concerns and/or other relevant topics.

2. TRAINING AND DEVELOPMENT

- Attend the annual half day Minds in Motion training and development session, hosted in October.

3. ADMINISTRATION

- Transport weekly programming resources, educational information and fitness equipment, when required to program site(s).
- Maintain organization with program materials, including the responsibility for the storage of supplies during each program session.
- Support program volunteers with their weekly facilitation assignments for the delivery of programming, including familiarizing self with the games or activities.
- Communicate with the Dementia-Friendly Communities Coordinator when program supplies need replenishing and/or replacement.
- Consult with the Dementia-Friendly Communities team as required, to discuss changes in participant experience, concerns identified at programming and/or any program related questions.
- Maintain and submit to the Dementia-Friendly Communities Coordinator program attendance, and relay information as appropriate re. participant experience.
- Conduct and collect sessional data and program evaluation as requested by the Dementia-Friendly Communities Coordinator.
- Submit invoices and receipts in a timely fashion.

4. OTHER

- Arrive 30 minutes prior to the start of each program session and remain for 30 minutes following each session, to support with program set-up and take down.
- Other duties as assigned.

SECTION 4: SUPERVISION EXERCISED

Under the support and supervision of the Dementia-Friendly Communities Coordinator, the Minds in Motion Program Facilitator exercises leadership and supervision of volunteers that assist in the delivery of community programming.

SECTION 5: POSITION REQUIREMENTS

FORMAL EDUCATION

- A degree or certificate in Therapeutic Recreation for Older Adults, Kinesiology, Human Kinetics, Health Sciences, or an equivalent combination of education and experience is an asset.
- Provincial or national accreditation in fitness, preferably older adult, is an asset.

WORK EXPERIENCE

- Minimum of 2 years' experience working with volunteers, student practicums and/or community agencies (or a minimum of one year experience as a Minds in Motion volunteer).
- Experience in program planning and facilitation.
- Experience in dementia care is an asset.

WORKING LEVEL QUALIFICATIONS

- Excellent interpersonal and communication skills to accommodate varying levels of cognition.
- Excellent organization and time management skills.
- Ability to work independently and as a strong team contributor.
- Demonstrated skill in providing leadership to volunteers, in addition to training and development, mentorship and performance evaluation.
- Flexible and adaptable in relation to program planning and delivery.
- Energetic and demonstrated skill in effectively engaging and motivating individuals and groups to participate in programming.
- Demonstrated ability to use discretion, judgment and tact in handling sensitive information or situations.
- Holds a valid driver's license and has access to a personal vehicle.

To Apply:

Please submit a cover letter and resume clearly stating how the requirements are met to:

Jessica Harper
Program Director

jharper@alzheimer.mb.ca with Minds in Motion Program Facilitator in the subject line.

This competition will remain open until 4:30 pm on Tuesday August 4th.

The Alzheimer Society is looking to enhance the diversity of our team and encourage candidates with a range of backgrounds and experiences to apply. Reasonable accommodations will be made for those living with disabilities.

Note: A clear police record check, with vulnerable sector check, is required to be submitted as a condition of employment.

We thank all those who apply, however, only those selected for further consideration will be contacted.