



Online Program Host

Purpose of Position:

The primary duty of the Online Program Host volunteer is to ensure that the Wellspring essence of welcome and care is translated to the online programming context. The Program Host is responsible for ensuring that the program runs smoothly from a technology side and that the Program Leader feels supported.

Responsibilities:

- Provide a warm and reassuring welcome to persons joining online programs.
- Ensure attendance is properly taken.
- Support members and the program leader in using the Zoom platform and tools.
- Launch the evaluation poll.
- Introduce the program or speaker and close the program.
- Connect with a program coordinator for any follow-up required concerning the program.
- Ensure Wellspring procedures are followed.
- This volunteer position does not include active visible participation in the programs, or emotional support to members during the program.

Required knowledge, skills, and abilities:

- Must be at least 18 years of age
- Complete the Wellspring volunteer onboarding process, which includes:
 - Interview
 - Reference check
 - Police record check, including vulnerable sector (Wellspring to reimburse cost incurred)
- Must be available for duty as per Wellspring's program schedule

Training requirements:

- Completion of three training sessions (including in-home and online facilitated learning).
- Online program host training.
- Completions of at least one buddy shift over Zoom.
- Ongoing in-service training as offered.

What's the commitment? Online program hosts are asked to support a minimum of two programs per month. While we understand that personal circumstances might change, we ask that you do your best to commit to the role for a minimum of one year.

To apply:

To apply, complete the [Wellspring Volunteer application form](#) and we will be in touch soon.