

# GROUPS & SUPPORT: JOB DESCRIPTION

**ON HOLD DUE TO  
COVID**

Nine Circle's hosts many support groups for those living with HIV and looking to improve their quality of life.

## General Information:

- Make coffee and set up snacks.
- Open room to participants.
- Engage with participants, help them find seating, make them feel welcome.
- Maintain a quiet and calm atmosphere
- Defer to group facilitator (E.g. Health Educators) if any issues come up between participants.
- Clean up after activity.

## At Each Shift:

- When you arrive, sign in at the front desk.
- Sign out a swipe card, which will give you access to the wrapping/set up area, and the staff kitchen to make coffee.
- Personal belongings can be locked in volunteer cabinet (Key should be with swipe card)
- At end of shift, sign out and return swipe card

If you can't make it to a planned shift or if you have any questions or concerns, please don't hesitate to get in touch with the Community Engagement Coordinator at [CommunityEngagement@NineCircles.ca](mailto:CommunityEngagement@NineCircles.ca) or call 204-940-6029.

Thank you for donating your time to Nine Circles!

