



YouQuest Young Onset Dementia Association (YouQuest) improves quality of life for people with young onset dementia (age 40-64) and their care partners. Providing practical daytime support in a public recreation setting, YouQuest strives to address a void for this underserved community in Canada.

While attending a YouQuest service day, participants have an inviting place to engage in meaningful activities co-planned with recreation therapists and volunteers while Care Partners have peace of mind and a full day to maintain work, family life and their own health. Starting in 2018 as a pilot program, YouQuest has established its place in Calgary and has become well known among peer communities across Canada.

YouQuest has an immediate opening for a [YouQuest Administrator](#). This is a part-time contracted position.

Position Summary

Reporting to the Executive Director, the YouQuest Administrator is a detail-oriented person who loves being organized and is one step ahead of everyone else on the team. They are continually scanning the environment, anticipating what is happening and preparing for the next event. They are a self-directed, action-oriented person who thrives when managing multiple tasks at the same time. This individual must have their own vehicle and be able to move from location to location.

What you are Responsible For

Administrative Coordination - This includes the behind-the-scenes work required to set up our contractors, volunteers and participants for a successful service day. There is a wide variety of administrative details that must be implemented. To be successful, this individual must be able to create a system to organize a variety of activities with differing timelines, track details, and clearly communicate information to contractors, volunteers, and participants. Responsibilities include but may not be limited to:

- Assisting with the intake of new participants (family communication, paperwork, emergency information, database work, etc.)
- Communication with Care Partners and relaying key information (e.g. attendance) to other team members, maintain current email distribution lists
- Maintaining a current list of equipment inventory and ensuring equipment in storage room is labelled and well organized
- Collaborate with Recreation Therapy Team and Volunteer coordinator to develop a high-level service day schedule
- Research, resource, book, and organize all details for each service day and effectively communicate details with the team (book transportation, book venue, book restaurant including selecting meal choices, secure special guests)



focusing on young-onset dementia

- Prepare and send weekly email to care partners that reviews past week activities and informs of the plan for the next week
- Organize and file all photos from service days on the shared drive
- Prepare the service day binder with key information for Recreation Therapists and Volunteers
- Collect and organize receipts for submission for approval including adding codes.
- Reconciles receipts and invoices with credit card statements

Service Day Administration - This individual will treat each service day like an event ensuring that all details are ready so that transition between activities is smooth and effortless. When unexpected issues arise, this individual will have contingencies available and confer with the Recreation Therapist to implement an alternate plan. Leadership, communication, quick thinking, preparedness, and flexibility are keys to success for service day coordination. Responsibilities include but may not be limited to:

- Ensures all supplies and equipment are collected and in place prior to the start of the day
- Ensures service day binder is available for volunteers and available to clarify details as required
- Ensures venue is set up prior to service day start time
- Effectively carries out itinerary for the day ensuring transition times are seamless
- Ensures snacks, drinks and lunch selections are ready for the beginning of the day
- Places order for meals ahead of time or confirms restaurant booking
- Has contingency plans in place in case bookings or activities become unavailable
- Is familiar with and prepared to implement all procedures and protocols in case of emergency (under leadership of Recreation Therapist)
- Maintain effective communication with Recreation Therapist with changes to the planned itinerary
- After participants have left, participate in the service day debrief, take minutes, file information on shared drive and implement follow up as appropriate
- Ensures all supplies and equipment are cleaned up and space is tidy and clean
- Communication and follow-up with host site as required

What you bring to YouQuest

You have a connection with or an understanding of dementia and are excited to make a difference in the lives of people impacted by this disease. You are detailed and have a natural knack for organizing information. You are resourceful and know how to manage bookings. Your communication skills are stellar and can create new and efficient processes. You are self-motivated and know how to handle confidential information. You are proficient with technology and are not afraid to dig into and learn new systems and software programs. In addition to this, you have the following:



- Administrative Professional Certificate, Event Management Certificate, Project Management Certificate or equivalent
- 3-5 years administrative responsibilities, project management, events management with evidence of increasing responsibilities

How to apply

To apply, please email and cover letter and resume in confidence to Brenda Giroux at careers@youquest.ca. Please include the reference number YQ21004 in the subject line.

Resumes will be reviewed as they are received. This position will remain open until we find the best fit for our team.

Only applicants selected for interview will be contacted. No phone calls, please. For more information about YouQuest, please visit www.youquest.ca