

The StoryBridge Network Volunteer Role Description

Role Title: Program Coordinator – Downtown Life Story Club (Pilot)

Program Area: Community Storytelling Programs

Location / Format: Primarily in-person in Downtown Winnipeg, with some remote coordination

Supervisor: Executive Director

Start Date: March 2026

Project Duration: Approximately 2-3 months, including program preparation, delivery, and reporting

Estimated Time Commitment: Approximately 4–8 hours per week during active planning and program delivery.

About The StoryBridge Network

The StoryBridge Network is a community-driven organization that uses storytelling and creative expression to foster resilience, inclusion, and social change. Through workshops, storytelling programs, and community partnerships, StoryBridge creates spaces where diverse lived experiences can be shared and valued.

StoryBridge operates using a collaborative leadership model in which volunteers contribute meaningfully to programs, projects, and organizational development.

We welcome applications from newcomers, youth, and individuals seeking Canadian work experience.

About the Program: Downtown Life Story Club

The **Downtown Life Story Club** is a pilot storytelling program designed to help seniors combat loneliness and isolation while strengthening social connections and mental well-being.

The program brings together a small group of seniors for guided storytelling sessions that encourage participants to share life experiences, build friendships, and develop a sense of belonging within their community.

The pilot program includes:

- one cohort of approximately 8–12 participants
- six weekly storytelling sessions (90 minutes each)
- thematic prompts that guide participants in sharing life stories in a supportive environment

The program is designed using a **social prescribing approach**, supporting the social determinants of health by creating opportunities for meaningful connection and community engagement.

Role Purpose

The **Program Coordinator – Downtown Life Story Club** supports the planning and coordination of this pilot storytelling program.

Working closely with the Executive Director and program facilitator, the coordinator will help organize recruitment, scheduling, venue logistics, and participant communication to ensure the program runs smoothly.

This role is an excellent opportunity for someone interested in community programs, older adult support, nonprofit project coordination, and storytelling-based initiatives.

Key Responsibilities

Responsibilities may include:

- coordinating participant recruitment in collaboration with community partners
 - communicating with partner organizations, assisting with outreach and referrals
 - coordinating scheduling for program sessions
 - confirming venue arrangements and logistics for program meetings
 - supporting participant registration and communication
 - assisting with the preparation of program materials and supplies
 - supporting program logistics during sessions when needed
 - assisting with program documentation and reporting
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Skills and Qualities

This role is well-suited to someone who enjoys organizing community initiatives and working with diverse groups.

Helpful qualities may include:

- strong organizational and communication skills
- ability to coordinate schedules and logistics
- reliability and attention to detail
- comfort interacting with community members and partner organizations
- interest in storytelling, community programs, or social impact initiatives

Experience in community programs, nonprofit coordination, or event planning is helpful but not required.

Support and Collaboration

The Program Coordinator will work closely with the Executive Director and the program facilitator responsible for delivering the storytelling sessions.

Support may include:

- orientation to the Downtown Life Story Club program model
 - guidance on recruitment and outreach strategies
 - coordination with community partners supporting participant referrals
 - administrative and logistical support from other StoryBridge volunteers
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Volunteer Benefits

Serving as **Program Coordinator – Downtown Life Story Club** provides an opportunity to gain practical experience in nonprofit program coordination and community engagement.

Volunteers in this role may gain experience in:

- program coordination and scheduling
- community outreach and partnership collaboration
- nonprofit program delivery
- evaluation and reporting for community initiatives

If the project budget allows after program expenses are finalized, a small honorarium may be provided in recognition of the coordinator's contributions.

There may also be opportunities to continue working with StoryBridge in similar program coordination roles as the organization expands its storytelling initiatives.

Code of Conduct and Confidentiality

Volunteers are expected to uphold StoryBridge's policies and values, including respect for participants, staff, and fellow volunteers.

Because participants will be sharing personal stories, volunteers must maintain confidentiality and treat all stories with dignity and care.

Volunteers must be legally entitled to work in Canada.

Accessibility and Inclusion

StoryBridge welcomes volunteers from all backgrounds, identities, and abilities. We are committed to creating accessible opportunities and will work with volunteers to support their participation whenever possible.

How to Apply

Interested individuals are invited to submit a volunteer application and a short statement of interest describing their interest in community storytelling and program coordination.

Shortlisted applicants may be invited to an informal conversation to discuss the role and ensure a good fit for both the volunteer and the organization.

For more information, please contact:

Dr. Patlee Creary
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By email: info@thestorybridge.ca