

Position: Assistant Trainer

Location: Bangsar South, Kuala Lumpur

Employment type: 6 months fixed-term full-time contract with potential to convert to full-time permanent.

Ideal start date: July 2024

Awake Minds™ is looking for an Assistant Trainer to support our Brain Club™ training function. The Assistant Trainer will work under the direction of the Head of Operations.

This position is well-suited for individuals who are great hosts, are patient, caring, and who enjoy interacting with and assisting older people to improve their mental wellbeing. The ideal candidate is also meticulous in record-keeping and can be politely assertive with clients where required to ensure learning objectives are achieved.

Job responsibilities are:

- Ensure the training space is clean, tidy, and configuration is set up according to the planned training regimen for guests.
- Welcome guests on arrival, build rapport, facilitate conversations and grow positive relationships with all participants.
- Deliver the planned day's training programme smoothly and successfully. This includes supporting guests to complete their training regiment.
- Prepare kits, set up materials and clear up after an activity/session has ended.
- Measure and report data accurately to track each guest's training performance in accordance with standard operating protocols (SOPs). Training and instruction on SOPs will be provided.
- Adhere to safe practices and occupational safety and health administration standards. Training on this will be provided.
- Work with other Awake Minds staff to deliver an excellent participant experience.
- Monitor trainees' behaviour and satisfaction, report any issues to management.
- Inspire joy, confidence, and independence in participants.
- Carry out other duties required to support the day and operations of the Centre.
- Work under direction of the Head of Operations to plan and organise the upcoming weekly training schedules

Essentials for the role:

- Bachelor's Degree in education, science, social science, or a related field of study.
- Priority will be given to applicants with a strong non-profit/NGO background or experience in volunteerism.
- Strong interpersonal skills, be friendly and approachable, and able to easily start conversations with people.
- Great organizational skills, able to work within tight deadlines.
- Demonstrated eye for detail, with a high degree of accuracy in following SOPs.
- Good team player, able to work as part of a team and support co-workers to deliver an excellent experience for participants.
- Discreet, takes initiative, and is honest.

Extra benefits

- Training and certification for successful candidates.
- Clear career pathing.
- Be part of an award-winning team delivering ground-breaking research in its field.

Background

The Awake Minds™ Centre is a training facility and spin-off from the multi-award-winning social enterprise, Akasaa. It is the first and only training facility in the region dedicated to slowing and/or reversing cognitive decline, including dementia.

Since 2008, Awake Minds™ is a trusted partner to deliver science-backed, data-driven trainings for universities, colleges, governments, multinationals, C-suites, NGOs, charities, and those in search of a better way forward.

We specialise in cognitive trainings for people wanting to enhance their mental agility. Our latest flagship programme, the Brain Club™, focuses on reversing the effects of cognitive impairment and promoting mental health through the most current research in its field, including the use of virtual reality and microcurrent therapy.

We are a research partner for a virtual reality project to combat dementia by Alzheimer's Research UK and an industry partner with the IMU University, Malaysia's first full-fledged private medical and health sciences university.

Our parent company, Akasaa, is an ecosystem partner at Tunku Abdul Rahman College's incubator.

To apply for this position, email your CV to hello@awakeminds.org.