

Volunteer Resources Program Support Volunteer

Program Summary

Volunteers play a vital role at supporting programs, services and administration throughout Family Service Toronto. Volunteer Resources provides a central coordinating point for effective volunteer management, and assists staff and volunteers to ensure strong collaboration, an effective working environment, and quality programs and services.

Position Summary

We are looking for a reliable and enthusiastic individual to provide program support to the Volunteer Resources Department.

Core responsibilities

- Assist with administrative tasks, such as data management and filing
- Help organize office materials
- Respond to telephone and/or email inquiries
- Support Volunteer Resources functions including recruitment, record management, and research

Experience and Skills

- Experience working in an office environment
- Strong computer skills (Microsoft Excel, Word, Outlook)
- Detail oriented
- Strong verbal and written communication skills
- Demonstrated ability to work independently
- Reliable
- Commitment to principles of social justice, cultural competence, equity and inclusion
- Experience working with Great Plains database is an asset

Time commitment

- Monday, Thursday or Friday between 10 a.m. and 4 p.m., schedule to be arranged with supervisor
- A minimum commitment of 3 months is required

Location

- 128A Sterling Road, Suite 202

Training

- Orientation and training will be provided by the Coordinator, Volunteer Resources.

Benefits

- Gain office experience in a social service organization
- A reference letter may be provided upon successful completion of the volunteer commitment

A Criminal Record Check is required

Please apply for this position online through the Volunteer Application Form and attach a resume and cover letter to your application.