



# Volunteer Resources Administrative Support Volunteer

---

## Program Summary

Family Service Toronto volunteers play a vital role in supporting our programs and services throughout the organization. Volunteer Resources provides 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

Volunteer Resources is looking for a reliable and detail-oriented individual to provide administrative support to the Volunteer Resources Department.

## Core Responsibilities

- Input volunteer contact information into Volunteer database (Great Plains) and update as needed
- Scan volunteer records into a paperless database (DocuShare)
- Review database information for accuracy and consistency
- Assist with administrative tasks, such as updating orientation packages
- Assist with telephone reference checks where needed
- Support Volunteer Resources functions as needed

## Experience and Skills

- Experience working in an office environment
- Experience working with databases
- Computer skills including Microsoft Word and Excel
- Demonstrated attention to detail
- Strong organizational skills
- Good verbal and telephone communication skills
- Demonstrated ability to work independently
- Reliable
- Commitment to principles of social justice, cultural competence, equity and inclusion

## Time Commitment

- One three-hour shift per week, Tuesday or Thursday between 10 a.m. and 4 p.m., schedule to be arranged with supervisor
- Minimum commitment of 3 months



**FAMILY SERVICE TORONTO**  
For People. For Change.

## Location

- Currently located at 128A Sterling Road. Moving to 355 Church Street late-April 2018.

## Training

- An orientation to Family Service Toronto and an orientation to the volunteer position 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

Please apply for this position online using FST's [Volunteer Application Form](#) and ***attach a resumé and cover letter to your application.***

***Because the volunteer will have access to confidential personnel files, FST will conduct a Vulnerable Sector Check for the successful applicant for this position.***

FST is committed to a policy of equity and inclusion. In accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, 2005 and FST's Equity and Inclusion policy, we will provide accommodations in all parts of the recruitment process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview.