

VOLUNTEER POSITION DESCRIPTION

- Position:** **Welcome Centre Volunteer**
- Supervisor:** Administrative Assistant/Controller
- Purpose:** To provide support to Administration and the Welcome Centre
- Responsibilities:** Reception
Responding to telephone and in-person inquiries
Receiving mail and deliveries
Completing small projects, such as mailouts, for Administration
- Experience:** Customer service experience is an asset
Experience in the Human Services sector
- Knowledge:** Computer proficiency – Microsoft Word an asset
- Characteristics/
Skills:** Responsible, organized, flexible, ability to follow direction
Proficiency in English – verbal and written
Able to multi-task
- Availability:** Monday to Friday 8:30 a.m. – 4:30 p.m.
- Commitment:** Minimum of 3 hours per week for 6 months is required
- Location:** 99 Ottawa St. South, Kitchener
- How to Apply:** Complete and email an application or send a cover letter and résumé to the Volunteer and Student Placement Coordinator.
- Applications can be found in the Volunteer section of the website.