

Volunteer Services

PROGRAM:	Community Education
Outcome	Volunteers in the communities served will have diverse and appropriate opportunities to volunteer in a range of programs of the society
VOLUNTEER POSITION	Resource Centre Assistant
Duties:	<p>To organize and stock the Resource Centre with current newsletters, pamphlets, reports and other materials received</p> <ul style="list-style-type: none"> • Maintaining all printed information material to ensure resource centre is current • Arrange information brochures, booklets, reports , newsletters and other printed materials in appropriate categories • Make decisions where to place all materials • Keep area tidy • Make new categories when needed • Make judgment when information is outdated
Skills required:	<ul style="list-style-type: none"> • Must read and speak English fluently • Must have legible hand writing • Must work well with others • Must be able to follow instructions
Special requirements:	<ul style="list-style-type: none"> • Punctual and reliable • Must work independently
Commitment required:	<ul style="list-style-type: none"> • Negotiable
Training required:	<ul style="list-style-type: none"> • Orientation from Program Manager