

Title of Role: Office Assistant - General (Clerical)

Purpose of Role: Responsible for a range of office tasks that support the various programs and departments in the WECHS.

Qualifications:

- Must be over the age of 18
 - Solid computer skills and experience with data entry
 - Strong communication skills and time management
 - Be able to make telephone calls, following a script
 - Comfortable taking direction and doing similar activities week to week
 - Be able to work along with minimum supervision, once trained
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Time Commitment:

- Minimum 1-year commitment, Monday to Friday between the hours of 8:00 a.m. – 4:00 p.m.
 - One (1) consistent weekly, three-hour shift
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Primary Tasks/ Responsibilities:

- Administrative tasks such as data entry, telephone calling, photocopying, compilation of items for packaging, document collation, mail outs, etc.
 - Other clerical duties may be assigned in keeping with specialized skills and/or experience the volunteer brings to the role.
 - Signing in/out of shifts, adhering to shelter protocols, and maintaining a consistent attendance record
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Recruitment/ Selection:

- As per WECHS volunteer selection practices, volunteers must complete:
 - WECHS Volunteer Application Form
 - Undergo an interview
 - When selected, complete a Criminal Record Check
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Orientation and Training:

- General Volunteer Orientation
 - Buddy Shift(s) – hand's on training, where supportive
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Dress Code: Casual business attire
Volunteer must wear an ID badge at all times

Supervision: Assigned Program Lead and/or Volunteer Coordinator

Location: Onsite

Recommended that program descriptions be reviewed annually and updated as necessary – cross reference and update job description, based on changes.