

The Jean Tweed Centre



For Women & Their Families

Day Residential Admin Volunteer The Jean Tweed Centre Spring 2017

Job Title:

Day/Res Volunteer

Department:

Day/Residential

Reports to:

Day/Res Program Counsellor (Iryna Dutko)

Purpose:

To assist with administrative and research duties of the department.

Location:

The Jean Tweed Centre, Head Office, 215 Evans Avenue, Toronto, Ontario.

Qualifications:

- *Strong knowledge of computers and data entry (experience with databases preferred).*
- *College, Undergraduate, or Certificate program related to the helping professions preferred, or an interest/experience in the helping professions field.*
- *Ability to work independently with little supervision, strong attention to detail, organized, self-motivated, and dependable.*

Key Responsibilities:

Please keep in mind this role is primarily administrative in nature. The selected volunteer will:

- *Complete admin duties (filing, data entry & photocopying) as required*
- *Research and develop resources for clients (for example, a booklet on assertive communication, substance use resources in cities outside of the GTA, etc.)*
- *Make reminder phone calls to clients who are booked for meetings*
- *Other duties as assigned*

Is this position Client facing?

No

Time Commitment:

One day per week (Monday – Friday) for 2 -3 hours in the afternoon, for a minimum of three months.

Length of Appointment:

215 Evans Avenue, Toronto, Ontario M8Z 1J5 Tel: 416.255.7359 Fax: 416.255.9021 jeantweed.com

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The volunteer position is assigned to one day per week for a period of three months. After three months, the volunteer assignment may be extended, dependant on the department and the volunteer's needs.

Support:

Training for this position will be provided. In addition, the supervisor will be available for questions and assistance.

Physical Requirements:

As the position includes computer use and data entry, the volunteer must be comfortable sitting and using a keyboard for an extended length of time.

Dress Code:

Casual

Security Checks Required: