

## **General Volunteer Assistant Job Description**

**Summary:** The General Volunteer assistant could be asked to support a variety of tasks, depending on the day's priorities. This would include basic day-to-day needs, such as greeting, answering the phone, kitchen duties. Your time contribution will vary on your availability and the needs of the Centre. This position helps to extend our resources and support of the Centre to better assist our members and community.

**Requirements:** To become familiar with the Centre's day-to-day needs and activities, pending your specific volunteer weekday. Respect and maintain confidentiality.

### **Possible Duties:**

- Answering phone/log messages
- Greeting members and walk-ins
- Kitchen tasks- making coffee/tea, dishwasher, etc.
- Kitchen laundry
- Membership and program registrations
- Tidying up
- General office tasks (non-computer)
- Checking and putting away supplies, i.e., paper towels, coffee
- Daily mail check
- Shredding papers
- Addressing envelopes/labels
- Seasonal decorating
- Volunteer coffee day

### **Training & Supervision:**

New volunteers are required to familiarize themselves with the Centre's activities and resources under the supervision of a leadership volunteer or staff. Volunteer training activities will be available periodically.

**Thank you!**

**It is important for us that you enjoy your volunteer time at the Centre. We appreciate your support and welcome your feedback.**