



Boys & Girls Club
Services of Greater Victoria
A good place to be

Volunteer Position – Administration Assistant

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| Purpose / Objective | To assist the admin/reception team with various clerical and administrative tasks which support our programming |
| Location | 1240 Yates St. – Administration Offices |
| Key Responsibilities | <ul style="list-style-type: none">• Duties can be assigned according to volunteer’s skills, experience and interests• Activities that we usually require help with include: customer service and staff support; answering phones, directing calls and taking messages; preparing mail materials and organizing incoming and outgoing mail; photocopying/faxing documents, folding brochures and shredding paper. |
| Qualifications | <ul style="list-style-type: none">• Organized and detail orientated• Committed and punctual• Belief in our mission and enthusiasm to support our programming• As part of the application process you will be asked to complete a criminal record check and supply two references |
| Time Commitment | <ul style="list-style-type: none">• Flexible• 2-4 hours per week minimum |
| Training / Support provided | <ul style="list-style-type: none">• Agency and program specific orientation• Access to in-house training such as First Aid and Food Safe, as offered• On-going supervision and support from supervisor and volunteer coordinator |
| Benefits | <ul style="list-style-type: none">• Develop skills and experience (letter of reference can be supplied)• Experience personal growth, learning and rewards• Be part of a positive change in your community• Volunteer appreciation program, including end of year socials |
| Supervisor | Natalie Salem – Receptionist |
| Contact | Sarah Hancock – Volunteer Coordinator |
| Telephone | (250) 384-9133 ext. 215 |
| Email | shancock@bgcvc.org |
| Website | http://www.bgcvic.org/volunteer/info_and_application.htm |