

Seniors One Stop Information Program Volunteer

Position Description

Volunteer meets with clients in the office and answers telephone; listens to requests, and then answers enquiries to the best of their ability or records the information so that the call can be followed up. They must document all requests by filling out the client sheet and keeping information in the staff book up-to-date. Distribute pertinent brochures/information to interested parties.

Reports to: Seniors One Stop Coordinator

Time Commitment

2 to 4 hour shift one day per week. Minimum one year commitment.

Skill & Education Requirements

Person must be resourceful, flexible, and good with people. A knowledge of North Shore geography and services would be of great benefit. Preference given to applicants who are seniors themselves.

Person must be willing to attend more training if needed.

Language Requirements: S=SPEAK R=READ W=WRITE

English is required S R W

Additional languages are an asset.

References

Two references, other than family, are required.

Criminal Records Check Requirements

A Criminal Records Check and a Vulnerable Sector Check are required