



## Volunteer Position Description

Volunteer Position Title: Administrative Volunteer

Date Originally Issued:

Date Revised:

Date Reviewed:

### Role:

This opportunity will give the chance to enhance your administrative skills and allow you to expand your knowledge while helping complete essential office tasks.

### Responsibilities Include:

The Administrative Support Volunteer will:

- scan documents
- file documents
- complete data entry
- make client phone calls
- other project based opportunities as required

### You are...

- experienced in clerical work
- detail-oriented
- strong verbal and written communication skills
- committed to confidentiality

### Time Commitment:

- 1 day/week
- 4-hour shift
- minimum 6-month term

### Requirements and qualifications:

- knowledge of computer programs
- filing skills

### Benefits:

- be an integral part of the Grand River Community Health Centre team
- expand your social and professional network
- apply your experience in the community
- gain experience
- orientation, specific training as deemed appropriate for role and staff support provided

### Key Contacts

In this role, you will be accountable to both fellow volunteers and staff for your work. The following volunteers/staff are your key contacts:

- your assigned Staff Supervisor

- Volunteer Coordinator

**Training and Resources**

- Grand River Community Health Centre general orientation  
Date: \_\_\_\_\_
  - Volunteer Handbook provided  
Date: \_\_\_\_\_
  - Role specific training provided  
Date: \_\_\_\_\_
- 

**Partnership Agreement**

We have discussed this volunteer position description. I have read, understand and agree to fulfill the responsibilities of this position and I make a commitment to carrying out this role to the best of my ability for a minimum 6-month term.

\_\_\_\_\_  
Volunteer Name (print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

In turn, the GRCHC commits to supporting this volunteer for the duration of their involvement.

\_\_\_\_\_  
GRCHC staff member

\_\_\_\_\_  
Date