



# Grand River Community Health Centre

**POSITION: Volunteer Assistant**

**STATUS: Permanent Part-time - 2 Days per Week**

**DEPARTMENT: Health Promotion**

**POSTING DATE: May 15, 2025**

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## Position Summary

Grand River Community Health Centre (GRCHC) is a dynamic, client-centred organization committed to delivering high-quality primary health care services to the diverse community of Brantford Brant and Norfolk. We are proud to have achieved the Canadian Centre for Accreditation (CCA) standards for quality in governance and management of Community-Based Primary Health Care—for the fourth consecutive time. This recognition reflects our unwavering commitment to excellence, accountability, and delivering high-quality care to our communities.

The Volunteer Assistant is a key support to the efficient day-to-day operations of the volunteer program. The Volunteer Assistant will assist with identifying volunteer needs for various programs and activities, develop new volunteer position descriptions, update and maintain staff and volunteer training materials for volunteer software, update and maintain volunteer data and volunteer software data, support staff supervisors in volunteer training and assist with volunteer evaluation and recognition.

## Requirements:

- College diploma in volunteer management, non-profit administration, health, human services, or social services field or an appropriate combination of education and relevant experience
- Certificate in volunteer management preferred
- 1-3 years experience working with volunteers in a community setting
- Healthcare experience is an asset
- Demonstrated ability for problem-solving, analysis, evaluation, implementation and follow-up of decisions
- Flexibility to work day and evening shifts

## Why Work at Grand River CHC?

We value our people and are committed to fostering a **supportive, engaging, and healthy work environment**. At GRCHC, you'll be part of a **dynamic, multidisciplinary team** making a meaningful impact on the health and well-being of our community.

Our employees enjoy a **comprehensive benefits package** designed to support their personal, professional, and financial well-being. This includes **Pension Plan (HOOPP)**, **Employee Assistance Program (EAP)**, and **Free Parking**. We also offer **Support for Professional Development**—both time and financial support, along with **Monthly Wellness Contests and Annual Wellness Incentives**. Additionally, we host **Recognition & Appreciation Events** and celebrate **Birthdays** to ensure that our team feels valued and appreciated.

A competitive salary of \$23.95 to \$28.85 per hour is offered.

Employment is conditional upon providing a police vulnerable sector check and having had a full series of COVID-19 vaccinations.

**To pursue this opportunity, please send your resume and covering letter to Human Resources, at [resumes@grchc.ca](mailto:resumes@grchc.ca). All applications must be submitted no later than May 28, 2025. We appreciate your interest, however, only those invited for an interview will be contacted.**

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The Grand River Community Health Centre is an equal opportunity employer, committed to employment equity and diversity in the workplace. We welcome applications from women, members of racialized groups, visible minorities, Indigenous persons, persons with disabilities, persons of all sexual orientations, and persons of any gender identity or gender expression.

To ensure there is an equal opportunity during the recruitment and selection process, Grand River Community Health Centre provides accommodation for applicants with disabilities upon request.