



Interim Place

Job Description Program Volunteer

Reporting to the Program Manager, the volunteer will work closely with a team of committed program staff. The Program Volunteer supports the Shelter and Transitional Housing and Support staff in providing programs and services to the women and children who come to Interim Place.

Responsibilities:

- Respond to requests for information from women in the shelter or community, as well as community agencies;
- Participate with and help to set up fundraising and public awareness stalls at various community events;
- Provide accompaniment support to women in the community;
- Assist in the planning and facilitation of programs, workshops and recreational activities for women and children in the shelter and community;
- Assist in providing daily concrete support services to women and children including assistance with transportation, clothing, food and other required needs
- Assist with program administration
- Maintain relevant documentation such as volunteer time records;
- Assist in the unpacking of food orders and the stocking of kitchen and pantry in the shelter;
- Assist in the cleaning of the kitchen, pantry and storage areas of the shelter;
- Assist in the coordination of donations to the organization.
- Works co-operatively as a member of the program team.

General Responsibilities:

- Work cooperatively with other volunteers and staff
- Assists with other duties as required, from time to time, aiding in the efficient operation of the organization

Required Skills:

- Commitment to the mission and vision of Interim Place
- Completion of orientation/training sessions
- Basic knowledge of women and children's issues
- Commitment of minimum of 8 hours/month
- Interact comfortably with other volunteers, staff and public