



Volunteer Opportunity

Volunteers play an important role in our ability to support our mission, our vision, and our clients.

Posting Title	Lead – Office Administration	Program	#3-2025 Bowen Rd., Nanaimo
Posting Description	This is a Lead position for a volunteer to assist with Front Desk Activities		
Posting Date	September 29, 2022	Closing Date	Until filled
Schedule	Shifts are Monday and Tuesday (AM shift – 9am-12:30pm and PM shift 12pm-3:30pm)		
Training Required	Online Volunteer Training and Program Specific Orientation	CRC Required	Yes
Organizational Focus	<p>Since 1989, Island Crisis Care Society has operated with a missional heart to support the most vulnerable in our community; to meet individual in needs, where they are and without judgement and aim to resort hope, dignity, and community connections in meaningful ways. While we continue to grow with new and innovative programs that seek to meet the diverse needs of those we serve, we remain faithful to our founding mission to “Provide shelter and care to those in need, reflecting the love of God in loving one another”</p> <p>Within our large team of frontline, management, administrative staff and volunteers, we seek to develop core values of care, compassion and heart found in the faith-centered roots of our organization by building an includes team that reflects our diverse community so that we can serve those in need in relevant and meaningful ways.</p>		
Key Responsibilities	This Lead position will have the Volunteer managing the head office front desk and corresponding activities. These activities may include answering phone and in person inquiring and routes to appropriate staff member if required, replies to general information request accurately and in timely manor. Provides clerical and administrative support to management and other staff, arranges meetings, schedules appointments, books rooms for meeting and performs general word processing, data input and typing support. Performs other duties as required		
Qualifications	<ul style="list-style-type: none"> • Demonstrate positive attitude and strong work ethic. • Be a self-motivated individual who can follow directive from management but also comfortable making decisions. • Experience with office administrative tasks • Comfortable and confident answering phone and in-person inquiries • Able to solve problems independently. • Compassionate, open-minded and have the ability to listen without judgement. 		
Volunteer Applying		Program Manager Approved	
Date		Placement to Begin	