



**JOB POSTING**  
**Volunteer Services Assistant**  
**Contract –May to August**

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Doane House Hospice, a division of Better Living Health and Community Services, has an opening for the position of Volunteer Services Assistant. This position will assist in recruiting, maintaining records of volunteers and scheduling. Doane House Hospice supports individuals with a life threatening illness from diagnosis through to survivorship or end of life.

***This positions reports to:*** Coordinator of Volunteers

**The Successful Candidate for this Position Must Have the Following Qualifications:**

- Ability to work independently and as part of a team
- Excellent organization and problem-solving skills
- Proficient in MS Office
- Experience as a volunteer an asset

**The Successful Candidate for this Position Must be able to:**

- Assist in volunteer recruitment and outreach e.g youth fairs & farmer's market
- Assist in record keeping, data input and scanning documentation
- Asssit in interviewing potential volunteers
- Assist in researching and writing articles for volunteer newsletter
- Assist in updating volunteer pages on the organization website
- Assist in delivering volunteer orientation
- Perform additional tasks as assigned

**To be eligible to participate in Canada Summer Jobs, Candidates Must:**

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigrant and Refugee Protection Act\** and;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

***\*Hiring for this position is contingent on the availability of funding from the Canada Summer Job program***

**SALARY: \$14.00/hour**

**Please email or fax your resume to Human Resources.**

Email: [hr@myhospice.ca](mailto:hr@myhospice.ca)

Fax: 905.967.0018

Please quote ***“Volunteer Services Assistant”*** in the email subject line.

Better Living is an equal opportunity and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes. However, only those granted an interview will be contacted. No phone calls, please. Thank you.