

Volunteer Description: Administrative Support Volunteer

Reports To: Operations Services Coordinator

Overall Purpose: *Power To Be* is a local non-profit organization that empowers people living with disabilities or barriers to explore their limitless abilities through inclusive adventures rooted in nature. The Operations team collectively works to further the impact and objectives of the organization through finance, internal operations, and administration.

The role of the Administrative Support Volunteer is to act as the friendly face of our organization that meets and greets individuals who contact the organization by phone or in person, while demonstrating a high level of professional customer service with every interaction. The successful candidate will also work on various administrative tasks as required.

SPECIFIC VOLUNTEER RESPONSIBILITIES:

The Administrative Support Volunteer will:

- Welcome on-site visitors, determine nature of business, and announce visitors to appropriate staff member
- Answer incoming telephone calls/ voicemail, determine purpose, and forward to appropriate staff member
- Provide administrative support, data entry, research, or tasks for various staff, as required
- Sort, prepare and distribute incoming and outgoing mail, emails, faxes and deliveries
- Light office upkeep duties, including organizing, tidying, and sorting
- Contribute to a positive and dynamic working culture
- Be in regular communication with the Operations Services Coordinator and the Volunteer Services Coordinator
- Adhere to all *Power To Be* Participant Protection Policies, Code of Conduct, and guidelines and applicable legislation as they relate to volunteer practices with direct consideration for privacy protection
- Support workplace safety, wellness, and security
- Performs other related duties as required

Requirements The Administrative Support Volunteer is expected to be personable, have strong communication skills, and able to work well in a team environment. The successful candidate must possess demonstrated proficiency in administrative functions and experience with data entry. As per the Ministry of Justice requirements, volunteer positions with *Power To Be* are contingent on a successful criminal record check.

Assets: The ideal candidate enjoys an outdoor lifestyle and has aligning values with *Power To Be*. Previous experience working with Microsoft Office Suite and other technological work platforms such as database is an asset but not required.

Location: Victoria, BC

Reports to: Operations Services Coordinator

Term and hours: Preference for candidate to commit to 2-6hrs bi-weekly for up to 4 months.

Application: Please send an email expressing your interest and a brief summary of your experience by April 29th, 2018.

Contact: Operations Services Coordinator, Danica Houliston at dhouliston@powertobe.ca and Volunteer Services Coordinator, Ashleigh Hawes at ahawes@powertobe.ca.