

Bissell Centre Volunteer Job Description

Job Title	Robert Tegler Friendship Room (Drop In) Program Volunteer
General Description	The volunteer will work at Bissell Centre as a resource and support person for the Drop In program during the day and assist staff when necessary.
Skills/Requirements	<ul style="list-style-type: none"> • Willingness to learn about the inner city, its issues and the workings of Bissell Centre • Demonstrate excellent communication, listening and interpersonal skills • Be a team player and accept guidance from your supervisor • Project and maintain a non-judgmental attitude toward Bissell Centre clients • Respect the need for confidentiality • Positive, enthusiastic and friendly attributes are definite assets
Responsibilities	<ul style="list-style-type: none"> • Notify supervisor in advance if unable to make shift or if you will be late • Socialize and interact with clients in a professional, polite and courteous manner • Give support only to your capacity - refer any clients with serious issues to your supervisor • Ensure the Drop In area is kept clean by washing dishes, wiping down surfaces, stacking chairs. Make sure coffee is made and that cream and sugar are available • Provide assistance with daily activities and book appointments for laundry, showers, and haircuts • In the afternoons, assist as needed with recreation activities
Commitment	<ul style="list-style-type: none"> • Minimum one 3-hour shift per week is required - mornings are preferable • Drop In is open Monday through Friday 7:00 am to 3:00 pm; close at 2:30 pm on Wednesdays
Training	<ul style="list-style-type: none"> • Orientation to Bissell Centre • On-the-job training from supervisor and staff
Screening Measures	<ul style="list-style-type: none"> • Application form, reference check police information check and interview
Benefits	<ul style="list-style-type: none"> • Excellent opportunity to develop or further enhance social and interpersonal skills • Experience working with Bissell Centre community members

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