



VOLUNTEER JOB DESCRIPTION

Markham Wesley Centre

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| Incumbent Reports To: Volunteer Coordinator | Office Assistant | Date Effective: Day/Month/ Year |
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Minimum qualifications, skills and knowledge

1. Clerical experience an asset.
2. Excellent interpersonal skills and telephone manners.
3. Responsible and dependable.
4. Able to juggle multiple tasks simultaneously.

Position Summary

Coordinate office duties related to programs of Markham Wesley Centre.

Key Position Responsibilities

1. Maintain adequate inventory of office supplies and order as required.
2. Prepare and account for special events' tickets and items transacted at the front desk.
3. Ensure that a current supply of promotional materials is available at the front desk.
4. Perform a variety of office services related to administration including photocopying, typing and room bookings, etc.
5. Provide up-to-date information about the centre.
6. Answer general inquiry and phone calls.
7. Provide membership renewals and services.
8. Perform course/class/workshop registrations and oversee sign-in/out.

Training Period

1. Attend general information session.
2. Participate in 2-3 intense training sessions conducted by experienced volunteer/staff.
3. Attend other applicable training sessions when scheduled.
4. Routine on-the-job training by regular volunteer.

Job Benefits

1. The knowledge of playing a vital role in the daily functions of the centre.
2. Improving interpersonal and receptionist skills.
3. An invitation to the annual volunteer recognition event.
4. Letter of reference (upon completion of required duration).

Commitment

1. Minimum 1 shift per week (Monday - Saturday)
2. Time: from 9:30am to 5:30pm