



Administrative Assistant

Title: Administration Volunteer

Supervisor: Operations Manager

Level: Administration is ranked as a **Tier 2 position** (See brochure for details on Tiers).

Position Description: Volunteers provide assistance in the areas of mail-outs, data entry, library catalogue, filing, and other general office duties.

Objective: Administration tasks are crucial to the day to day work of the agency.

Time Commitment:

- Hours vary and will be arranged on a case-by-case basis by the Volunteer Supervisor
- During business hours (8:30 am to 4:30 pm) on Tuesdays, Wednesdays or Thursdays
- Volunteer will be required to make a commitment of 4 hours per month (one long shift, or two short shifts)

Responsibilities:

- Assist with data entry, library catalogue, and filing as necessary
- On occasion may be asked to support the administration needs of the Executive Director
- Assist in agency mail-outs monthly or as necessary
- Assist with preparation of AIDS Calgary materials (e.g. folding brochures, ribbons, or condom packs as necessary)
- Arrive on time and communicate regularly with supervisor
- Respect AIDS Calgary Awareness Association's confidentiality policy

Qualifications:

- Reliable and committed
- Good organizational skills
- Ability to follow direction and ask questions as needed

Training:

- Completion of core training is an asset

Benefits:

- Volunteer hours and participation will be tracked and can be provided by the Volunteer Program Coordinator for various purposes required by the volunteer, such as post-secondary applications or work references (after 30 hours of volunteering)
- Opportunity to enhance office administration skills
- Meet new people
- Volunteer will receive invitations to volunteer appreciation events, membership meetings and events, and community celebrations
- Volunteer will receive the AIDS Calgary newsletter and Volunteer newsletter
- Volunteer can participate in the Annual General Meeting

Application Requirements:

- Submit a volunteer application
- Interview with the Volunteer Program Coordinator
- One telephone reference check will be completed
- Read and sign a Volunteer Contract and Oath of Confidentiality

** All volunteers will participate in a 3 month evaluation with the volunteer supervisor and an annual evaluation with the Volunteer Program Coordinator.

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

volunteer@aidsalgary.org

(403) 508-2500

Or download the application form from our website

<http://www.aidsalgary.org/getInvolved/volunteer.shtml>