



HALDIMAND & NORFOLK WOMEN'S SERVICES
VOLUNTEER ROLE DESCRIPTION
ADMINISTRATIVE SUPPORT VOLUNTEER

RESPONSIBLE TO: Community Engagement Coordinator

SUMMARY OF POSITION: Administrative Support Volunteers support with data entry, filing, reception, and other office tasks that keep the organization running smoothly.

RESPONSIBILITIES:

- Assist with filing and organizing documents
- Updating forms and/or records
- Preparing any needed materials
- Assisting with mail outs
- Assist with data entry
- Other general office tasks and organization
- *Optional\ Assisting with basic research or information gathering for programs, policies and/or community resources

QUALIFICATIONS:

- 16 years of age (minimum)
- Ability to maintain confidentiality
- Willingness to learn the effects of abuse on the lives of women and children
- Ability to work with/without supervision
- Ability to work in a non-discriminatory environment
- Experience with basic computer programs is an asset
- Experience with basic administrative tasks is an asset

BENEFITS:

- The satisfaction of knowing you are doing important work
- Training and experience that can be included on a resume
- An understanding of gender-based violence from a feminist perspective
- Increased understanding of community resources and system navigation



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- Positively impacting the lives of survivors of abuse and their children

TIME COMMITMENT:

- One year commitment
- Flexibility in hours and monthly time commitment

WORKSITE:

Haldimand & Norfolk Women's Services

NOTE:

If interested, please fill out the application form on the HNWS website:

www.hnws.on.ca/volunteer/

FOR FURTHER INFORMATION CONTACT:

Sydney van den Hoek, Community Engagement Coordinator

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