

Volunteer Position: Office Support - Accounting

Role

Provide assistance with the various functions in the Finance Department.

Benefits

- Play an important role in the daily operation of the agency.
- Be a valued member of a team.
- Training and educational opportunities.

Time Commitment

- Weekdays (Monday to Friday).
- 8:30 am to 4:30 pm.
- 1 or 2 days a week.

Responsibilities

- Assist with employee and client financial transactions and donations.
- Information management.
- Proper filing.
- Development of reference and resource materials.
- Assist with organization and donations received from CCD's Annual Walk for Mental Health.
- Follow routine practices for maintaining a safe work environment.
- Work within your defined role with respect to confidentiality.
- Represent Community Care Durham in a friendly, professional manner.
- Attend meetings and training opportunities.
- Become familiar with all Community Care Durham services.

Requirements and Qualifications

- Strong organizational, interpersonal and communication skills.
- Possess experience in /exposure to accounting fundamentals and practices.
- Sensitive to people with needs related to aging, physical ability and/or mental health.
- Proficient with Microsoft office programs.
- Able to work independently and as part of our team.

Reports to Finance Staff.

Apply Now

Volunteer Position: Office Support - Assistant

Role

Carry out general office and/or reception duties that contribute to quality client service.

Benefits

- Positive impact to the lives of clients.
- Be a valued member of our team.
- Training and educational opportunities.

Time Commitment

- Weekdays (Monday to Friday).
- One half day or full day (i.e. morning or afternoon shifts available).
- Weekly or bi-weekly.
- Three-month minimum commitment.

Responsibilities

- May include:
 - greeting visitors.
 - answering phones, retrieving messages, transferring calls.
 - taking requests for services such as:
 - transportation, meals and foot care appointments, etc.
 - making telephone reassurance calls.
 - assisting with clerical functions.
- Provide information and referral to the community.
- Follow routine practices for maintaining a safe work environment.
- Work within your defined role with respect to confidentiality.
- Represent Community Care Durham in a friendly, professional manner.
- Volunteer Orientation and training required.
- Attend meetings and training opportunities.
- Become familiar with all Community Care Durham services.
- Report any problems or concerns to a staff member.

Requirements and Qualifications

- Sensitive to people with needs related to aging, physical ability and/or mental health.
- Able to work independently and as part of a team.
- Strong interpersonal skills and pleasant telephone manner.
- Comfortable using computers.
- Office experience an asset.

Reports to Program Staff and Manager.

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Volunteer Position: Office Support - Human Resources Assistant

Role

Assist the Human Resources Generalists in meeting CCD's recruitment goals.

Benefits

- Positive impact to the lives of clients, staff and volunteers.
- Be valued as a member of our Human Resources and Volunteer Management team.
- Training, practical experience and knowledge growth opportunities.

Time Commitment

Weekdays (Monday-Friday 8:30 am to 4:30 pm).

- One or two days a week or as available.
- Three-month minimum commitment.

Responsibilities

- Preparation of job postings.
- Short-listing and pre-screening candidates.
- Book interviews.
- Conduct references.
- Maintain and respect the confidentiality of employee and volunteer files.
- Assist with various Human Resources and Volunteer Management projects.
- Adhere to safe work place practices for maintaining a safe work environment.
- Represent Community Care Durham in a friendly, professional manner.
- Attend meetings and training opportunities as requested.
- Become familiar with all Community Care Durham services.

Requirements and Qualifications

- Sensitive to people with needs related to aging, physical ability and/or mental health.
- Energetic with strong interpersonal skills.
- Experience or knowledge in HR fundamentals and practices.
- Strong organizational and communication skills.
- Comfortable using Microsoft Office programs.

Reports to Human Resources and Volunteer Management Teams.

[Apply Now](#)