

Mission: With coordinated networks of volunteers and staff, enrich the well-being and quality of life for people wherever they call home.

Volunteer Position: Office Administration

Why should I get involved in volunteering?

- Meet new people and develop lasting relationships.
- Increase your happiness and better your well-being.
- Learn new skills and increase your self-esteem.
- Stand out on job applications and further your career.
- Help make a difference and give back to your community.

How can I help?

What are your unique set of skills and interests? From office support to accounting to human resources assistant, you can help in a variety of CCD departments.

What is expected of me?

Our offices are open Monday through Friday from 8:30am until 4:30pm. Flexible shifts based on your availability with a time commitment of one half-day per week.

Office Support:

Carry out general office and/or reception duties that may include:

- Answering phones, retrieving messages, transferring calls.
- Greeting visitors.
- Taking requests for services such as transportation, meals on wheels and foot care.
- Assisting with telephone reassurance calls.
- Assisting with a variety of clerical tasks.

Accounting:

Provide assistance to the Finance department that may include:

- Assist with employee and client financial transactions and donations.
- Information management.
- Filing.
- Develop reference and resource materials.
- Assist with organization of donations received through CCD's Annual Walk for Mental Health.

Find a location close to you.

Volunteer at one of our Community Hubs: Clarington, North Durham (Cannington, Port Perry and Uxbridge), Pickering/Ajax and Whitby/Oshawa.

What training will I receive?

- CCD Orientation and Training (virtual)
- Program specific training



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What are the qualifications?

- Satisfactory Police Vulnerable Sector Check.
- Sensitivity to adults with needs related to aging, physical and/or mental health.
- Adhere to **COVID-19** safety practices including providing proof of full vaccinations (where medically able in accordance with Immunization Policy and Government Directives).
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies.
- Pleasant telephone manner.
- Basic computer skills.
- Accounting/Finance knowledge an asset.

Apply now or click **here** to see other opportunities.



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accommodations to applicants with disabilities throughout our on-boarding process. If you require this information in an alternate format; require communication supports; an accommodation in applying for a posting and/or if you are selected for an interview, please inform our Volunteer Coordination Team.