



Community Care Durham

SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

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.

We are an **Equal Opportunity Employer** committed to providing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees and volunteers. We recognize the importance of ensuring that all volunteers are treated with equal respect and dignity, and are protected from discrimination and harassment. In accordance with the **Accessibility for Ontarians with Disabilities Act, 2005** and the **Ontario Human Rights Code** we provide 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.



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What training will I receive?

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

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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