



**Cancer Assistance Program (CAP)
Volunteer Position Description**

Position	Administrative Assistant
Role	To provide administrative support to the CAP administration team.
Tasks	<p>The tasks associated with the Administrative Assistant position vary, depending on the role for which the specific Administrative Assistant volunteer was recruited and the needs of the organization at any given time. Tasks may include, but are not necessarily limited to, such things as:</p> <ul style="list-style-type: none"> • data collection • management of donor database • equipment inventory management • mass mail-out preparation • internet searches and information gathering • sorting and filing • document development for specified use <p>Administrative Assistant volunteers are also encouraged to share ideas for improving or enhancing existing practice and to advise on opportunities for incorporating greater efficiencies into day-to-day office activities.</p> <p>Administrative opportunities may be project-based for time-limited periods or ongoing.</p>
Time Commitment	<p>Administrative Assistant volunteers are asked to commit:</p> <ul style="list-style-type: none"> • at least one half-day per week and • up to one year* <p>Typical morning hours: 9:00am – 12:00pm Typical afternoon hours: 1:00pm – 4:30pm</p> <p>*Seasonal volunteers are also welcome – CAP has volunteers that are only available six months/year. These seasonal volunteers off-set one another thus ensuring CAP has year round coverage.</p> <p>When tasks are project based, time commitment will vary and be determined based on the specific project.</p>

Requirements	<p>Requirements will be determined by the specific task being completed by the Administrative Assistant volunteer. Depending on the assigned task, requirements may include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> • ability to take direction and work independently to meet identified goals • excellent organizational skills • excellent customer service skills • excellent communication and listening skills • ability to write clearly and organize paperwork • ability to type • familiarity with Microsoft Office Suite, including Excel and/or Word • familiarity with and comfort using the internet/internet search engines
Initial Screening	<ul style="list-style-type: none"> • participation in a position-specific interview with the Coordinator of Volunteers and Executive Director • provision of two (2) character references • completion of a Vulnerable Sector Police Clearance
Training and Skill Development	<p>Mandatory orientation and training:</p> <ul style="list-style-type: none"> • agency orientation • position-specific training <p>Optional training opportunities are available throughout the year (3-4/year). Workshops may address such things as:</p> <ul style="list-style-type: none"> • cancer-related topics • communication and listening skills • grief and bereavement • self-care for volunteers • topics as requested by volunteers
Supervision	<p>The supervisor for Administrative Assistant volunteers will vary, depending on the task(s) being completed. Upon beginning his/her position, the volunteer will be informed of who his/her direct supervisor will be. The Administrative Assistant volunteer will then report directly to this individual on a day-to-day basis and for issues related to his/her role.</p> <p>If concerns exist with the volunteer's role and responsibilities or his/her immediate supervisor, the volunteer is encouraged to address these concerns directly with the assigned supervisor. If the volunteer's concerns continue to exist, he/she will be provided with the name and contact information of the next two more senior individuals to whom his/her complaint can be escalated.</p>

<p>Working Conditions</p>	<p>Administrative Assistant volunteers contribute their time in the CAP house at 569 Concession Street. Temperatures are managed as per mandated standards and in keeping with volunteer and staff feedback around comfort.</p> <p>Volunteers are guaranteed a designated work space appropriate for the task(s) they are working on. Depending on the assigned task(s) and other activities taking place in-house, however, work space may be shared.</p> <p>Due to the physical layout of the CAP house and the nature of the services being provided, there are varying levels of noise, often constant.</p> <p>Beverages and snacks are available, free of charge in the CAP office, for volunteers coming and going throughout the day.</p> <p style="text-align: center;">***CAP is a scent-free environment***</p>
<p>Benefits</p>	<p>Rewards</p> <ul style="list-style-type: none"> • knowing that you are contributing to an organization that is breaking down barriers and facilitating access to much needed supports for individuals impacted by cancer • meeting and volunteering alongside an incredible group of compassionate men and women <p>Compensation</p> <ul style="list-style-type: none"> • Reimbursement for Vulnerable Sector Police Clearance