

## **VOLUNTEER JOB DESCRIPTION**

### **Child Care Administration**

**Volunteer Supervisor:** Volunteer Services Administrator

**Program Supervisor:** Child Care Coordinator

*As a YMCA volunteer you make a difference by being a part of a community of people that helps individuals and our community succeed. You are an essential part of an organization that delivers lasting personal and social change for you, your family, your community, and communities across Canada. You will be a critical part of an effective and leading international charity with strong values and a mission to build healthy communities through programs and advocacy.*

#### **Responsibilities**

1. Working independently and in collaboration with the Volunteer Services Administrator to assist with volunteer coordination as required
2. Demonstrate strong communication skills by interaction with the general public in courteous and enthusiastic manner.
3. Demonstrate knowledge of Microsoft office programs including Outlook, Word and Excel.
4. Acceptance and adherence to YMCA mission, vision and values.
5. Be in uniform when on duty: clean clothing, in good repair, black pants, appropriate top (tank tops are not acceptable), and name tag.

#### **Duties**

- Assist with office duties which will include, but not be limited to: answering phones, completing reference checks, preparing files and mail outs, organizing faxes and documents, data entry
- Volunteer a minimum of one hour per week, preferably during office hours
- Attend meetings, training, planning sessions as required.
- Notify your supervisor of absences a minimum 24 hours in advance and as per *Volunteer Policies and Procedures*.

#### **Statement of Understanding**

- I understand that as volunteer at the YMCA of Northern BC I am expected to conduct myself in a manner that is ethical, legal and will reflect well upon the YMCA and that I will not put myself in a situation of conflict of interest.
- I also have filled out the above application to the best of my ability and all the information given is valid and correct.
- I understand that the volunteer membership is individual, non-transferable, non-refundable and has absolutely no cash value.
- I understand that failure to comply with the above will result in termination of volunteering and volunteer membership.

Volunteering with the YMCA is conditional on a clear Criminal Record Search and Vulnerable Sector Search and ongoing volunteering is subject to you maintaining that status. If during the course of volunteering you are charged and/or convicted of an offence, you must promptly report such information to your supervisor.

\_\_\_\_\_  
Volunteer Name (please print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

*I have read the detailed responsibilities of this volunteer position with the YMCA of Northern BC and agree to uphold them to the best of my ability. (Once signed you are fully responsible to carry out the above-mentioned responsibilities, competencies and conditions of volunteering. Failure to comply may result in termination of volunteering.*