



## VOLUNTEER JOB DESCRIPTION

### Child Care Resource and Referral (CCRR)

**Volunteer Supervisor:** Volunteer Services Administrator  
**Program Supervisor:** CCRR 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. Work as part of the CCRR team in all areas.
2. Interact with the general public in courteous and enthusiastic manner.
3. Ensure toys and library materials are organized and cleaned.
4. Maintain confidentiality.
5. Wear required dress code: business casual clothing should be clean and in good repair (no rips or tears). appropriate top (tank tops are not acceptable), and name tag.

#### Duties

- Assist CCRR staff with the resource library: inventory, counting, cleaning and organizing library materials.
- Promote YMCA values and serve as a positive role model.
- Report toy repair/replacement as required.
- Volunteer a minimum of four hours per month.
- 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.

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Volunteer Name (please print)

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Volunteer Signature

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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.*