



Volunteer Program Assistant Position

We invite you to share your gifts and talents in the role of Volunteer Program Assistant in exchange for heart-felt appreciation and the knowledge that you will be making a positive impact for seniors in Campbell River.

The Seniors Information Hub is a pilot project, and it is the first of its kind in the region. The Hub will be a reliable information service that will assist seniors, families, caregivers, and all community members with their information needs in a way that engages them and builds knowledge and confidence.

Timeline: January 2021 to June 2021

(possibility of position being extended)

The hours for this position are flexible and will be for approximately 4 to 6 hours per week. The role will be based out of the office of Volunteer Campbell River and will require the ability to work from home part of the time.

Does any of this sound like you:

- YOU are interested in, or have knowledge of, local seniors services
- YOU are comfortable in using social media and updating websites
- YOU are detail oriented and self-motivated
- YOU like internet searching and fact-checking
- YOU value inclusivity and are respectful of diversity
- YOU feel comfortable using Microsoft Office (Word and Excel)
- YOU are open hearted, non-judgmental and see the good in others

A bit more about the role:

We are seeking 1 to 2 individuals to assist in the updating and organizing the Hub's collection of resources both in hard copies and online. The Program Assistant will contribute to the design and ongoing data entry of our database and ensure our information remains current. The responsibilities may expand based on the gifts you bring!

For more information: Contact Cheryl Stinson at seniorshubcoord@volunteercr.ca
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