

Cornerstone Volunteer Opportunities March 2019



Administration Receptionist

When: Friday's 9:00 AM to 3:00 PM

Starting: Immediately – for up to 6 months, possibly longer

Duties: Answer the door and the phone, greet and direct visitors according to guidelines, follow directions as outlined in Reception Volunteer Policy Binder.

Assist with a range of administrative tasks which support Cornerstone operations, including but not limited to, mailing, filing, typing, data entry, record keeping, and copying. Complete donation records, bring donated items to donations room, and respond to donor inquiries (phone, email).

Volunteer must have completed the Cornerstone Introduction and Boundaries Volunteer Training.

Experience: Prior administrative experience helpful but not required.

Skills/Abilities: Excellent people skills, proficient with Microsoft Suite, ability to multi-task during busy times (yet comfortable occupying self during slow times), good judgment, strong ability to respect and establish healthy boundaries, ability to lift boxes up to 20 lbs.

Donations Room Organizers

When: Flexible daytime hours 10:00 AM to 1:00 PM or 1:00 to 4:00 PM

Starting: Immediately

Duties: Organize/sort donations that are appropriate to current needs of organization; identify donations that are unsuitable for our needs (for delivery to other organizations, e.g. Salvation Army, Diabetes Association etc.)

Skills: Well-organized, able to multi-task, able to lift up to 25 lbs., ability to reach above your head to place/remove items from selves.

Qualities: Mature, professional, friendly and able to follow instructions and take initiative. Understand the needs of Cornerstone residents.

Volunteer Drivers

When: As needed usually daytime Monday-Friday

Starting: Immediately for all Cornerstone locations

Requirements: Clean driving abstract with \$2M liability insurance coverage. Volunteer must have completed the Cornerstone Introduction and Boundaries Volunteer Training.

Duties: Transport Cornerstone residents to appointments, usually with their health care providers or community based care providers. Appointments may be a locations in and around the City of Ottawa.

Compensation: Volunteers will be compensated for mileage and parking expenses.

Gardener

When: Flexible daytime during regular business hours or on weekends

Starting: April 2019

Duties: General maintenance, including planting of annual flowers, weeding, trimming shrubs/bushes, transplanting, dividing perennial plants, watering and other tasks the volunteer identifies.

For more information on any of these opportunities please contact Rosemary at rosemary.jones@cornerstonewomen.ca or 613-254-6584 x 504.