

Y Volunteer

OPPORTUNITIES



Be part of the
Y's volunteer family

Make a difference
in your community

Get involved today!

ymca-ywca.com

Position Title: Resource Area Assistant
Location: YMCA-YWCA Career Contact Centre for Youth & Job Options BC
Working with: 15+
Schedule: 2 hour shift per week (anytime Monday-Friday, 9am – 5pm)

Without volunteers, the Y could not subsidize memberships or expand on the health and wellness programs that prove to change lives today. And without our volunteers gift of time, we *definitely* could not grow to help those that need us tomorrow.

Major Responsibilities and Abilities:

- Warmly greet and assist clients demonstrating sensitivity to the diverse needs of clients such as literacy, age, emotional, social, behavioural and cultural differences
- Be open-minded, flexible, and thrive on a teamwork approach
- Ability to manage resource room independently
- Assist with keeping the Resource Area stocked and up to date
- Create Bulletin Boards with relevant community and labour market information
- Research job postings and labour market information
- Assist clients with their resumes and cover letters
- Print/Copy documents on Photocopier
- Strong knowledge of MSWord 2007
- Teach clients basic computer skills
- Possess strong oral and written skills

Requirements:

- A Satisfactory Criminal Record Check
- Successful Completion of Reference Checks
- In an attempt to maintain our quality service to our members and community we request a minimum commitment of one shift per week whenever possible for at least 3-6 months continued service. This allows us to build schedules and offer additional programming to our community.

Application Process:

Please submit your application by filling out the [Volunteer Application Form](#)

For further inquiries please contact:

Ashley Russo, Volunteer Coordinator- Employment Programs

575 Lawrence Avenue, Kelowna BC, V1Y 6L8

E-mail: ashley@ymca-ywca.com

Phone: 250.717.2561 or Fax: 250-762-9844



Y Volunteer

We build strong kids, strong families, strong communities