

Volunteer Program: Resource Centre Position

The [North Shore Women's Centre](http://www.northshorewomen.ca) works to improve the social, economic, legal and political status of women, and to encourage and support self-empowerment by acting as a resource and a catalyst for change, from feminist perspectives. The organization runs a drop-in resource centre and offers a wide range of programs and services. We provide over 8,000 service contacts per year to individuals from diverse backgrounds across the community. *Volunteer positions are open to those who identify as women or have experienced gender-based oppression.*

Job Summary

A Resource Centre Volunteer is a dynamic position with a wide variety of responsibilities that can be tailored to each volunteers' strengths and interests. They are responsible for being the first face of the centre and help direct clients and visitors to the appropriate staff member, accept and shelve donations, and more. Additionally, they may take on independent projects ranging from upkeep of our lending library, running errands, or completing administrative tasks.

Volunteer shifts take place from either 9:30am-12:15pm, or 12:15pm-3:00pm, Monday to Thursday. Volunteers are expected to commit for a minimum of 6 months.

Duties and Responsibilities

- Welcome everyone who comes into the centre, inquire about their needs, and direct them to the appropriate staff person or resource.
- Accept and process donations for our food and toiletries program.
- Assist staff members with the day-to-day operation of the centre. This can include putting together bags of food and toiletries, provide clothing coupons, running errands, fundraising tasks, general centre upkeep, and community outreach.
- Help with set-up of resource centre activities, events, classes, and workshops as needed.
- Communicate about absences and changes in availability with staff in a timely manner.

Skills and Qualifications

- Passion for feminism and anti-oppression work, interested in expanding knowledge of feminism and supporting women/gender-diverse individuals.
- Demonstrated experience in working independently
- Experience interacting with a diverse group of people.
- Honour strict confidentiality
- Ability to speak Farsi or other languages is an asset.

We encourage applications from Indigenous women, racialized women and women from other marginalized groups.

We thank all applicants in advance, however only those individuals selected for an interview will be contacted.