

Catholic Family Service (CFS) is all about building strong families. Our programs and services respond to the challenges that threatened families and leave them vulnerable. Through a focus on enhancing the mental health and well-being of our clients, we can help clients build strong and resilient families: allowing them to live the lives they have always wanted. We serve and employ people from all faith traditions, cultures and backgrounds.

In the spirit of reciprocity, volunteers at Catholic Family Service are individuals, couples and families who contribute their time and passion, without the expectation of compensation, to our purpose of building strong families. Partners in this purpose value courageous leadership, kindness, respect, compassion and accountability.

Role: Administrative Volunteer

Role Description:

The Administrative Volunteer will assist with various office administrative duties. These may include filing, stuffing envelopes, photo copying, scanning, front desk coverage, sanitation of foyer area and other tasks as required.

Requirements:

The Administrative Volunteer will possess basic computer/office skills, be willing to take direction and ask questions, and is reliable, flexible and organized.

Screening Process:

Volunteers will complete an application, interview, police security clearance, and 2 references.

Training:

Volunteers will receive an orientation to Catholic Family Service and on-the-job training as needed.

Commitment:

To be determined based upon needs of the organization and availability of the volunteer.

Time & Place:

Minimum 3 hours on Monday's (additional flexible time frames possible), working at the Central Office location: 250, 707 – 10th Ave SW

Supervision:

Volunteers will receive on-site supervision from administrative staff and check-in's via phone/email as needed.

Benefits:

The opportunity to gain valuable & practical administrative experience and to build a resume. Volunteers will have the opportunity to be a part of the team at Catholic Family Service and to further the purpose and ambitions of the organization.