



## **Administrative Support Volunteer Position Description**

*Administrative Support Volunteers are inclusive of: Events & Fundraising Volunteers and Awareness & Education Volunteers*

**Purpose:** To provide non-direct support to Hospice Orillia including assisting with fundraising events, and raising awareness of Hospice Orillia's programs and services in the community.

### **Necessary Skills and Attitudes:**

- Friendly, outgoing, excellent interpersonal and communication skills
- Proficiency with Microsoft Office (i.e. Microsoft Word, Microsoft Excel) would be considered an asset
- Attention to detail
- Ability to maintain professionalism and confidentiality
- Understanding of and commitment to team work
- Acceptance of supervision and direction
- Ability to remain calm in an emergency
- Respect for all aspects of diversity

### **Responsibilities:**

- To adhere to Hospice Orillia's policies and procedures
- To advise Hospice Orillia staff and the client in a timely manner if unable to fulfill duties
- To complete all required screening and training necessary for this position
- To provide adequate notice of changes in volunteer availability and status

### **Duties Include:**

#### ***Events & Fundraising Volunteers***

- Support Hospice Orillia in fundraising events such as Bingo and Hike for Hospice
- Assist in set up and facilitation of events such as Candles of Remembrance and Gardens of Remembrance
- Maintain professionalism when handling money/donations on behalf of Hospice Orillia
- Participate in committees created to prepare for special events
- Attend volunteer support and educational events
- Act as an ambassador for Hospice Orillia
- Submit monthly timesheet with volunteer hours



Hospice Orillia is a program of the North Simcoe Muskoka Hospice Palliative Care Network  
169 Front Street South, Orillia, ON L3V 4S8 | Reg Charity # 135837748RR0001  
Bus: 705-325-0505 Fax: 705-325-7328 [www.hospiceorillia.ca](http://www.hospiceorillia.ca)

*Created June 2018. Most recent revision August 2022.*

### **Education & Awareness Volunteers**

- Attend community outreach events, such as booths or presentations
- Participate in ensuring that community organizations are aware of Hospice Orillia's programs and services. This may include making phone calls or handing out program flyers
- Attend volunteer support and educational events
- Act as an ambassador for Hospice Orillia
- Submit monthly timesheet with volunteer hours

*Duties listed above for each position may change or expand, and volunteers may be asked to support Hospice Orillia in ways outside of their position description.*

### **Key Relationships:**

- Volunteer Coordinator, Community Social Worker
- Communications Fundraising and Community Relations Specialist
- Community Engagement Assistant
- Program Assistant

### **Supports for Success:**

- Hospice Orillia In-Person Orientation
- Ongoing educational and professional development opportunities
- Community workshops
- Individual support
- Hospice Palliative Care Training Program (Optional)

### **Time Commitment:**

- 1-2 Hours per week
- A minimum of a one-year commitment to Hospice Orillia

### **Screening Requirements**

- Police Vulnerable Sector Check
- Two completed reference checks

I acknowledge that I have received, read and understand the position description for this role.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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