



## **Administrative Support Volunteer Position Description**

*Administrative Support Volunteers are inclusive of: Events, Fundraising, and Awareness Volunteers.*

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

### **Necessary Skills:**

- Friendly, outgoing, excellent interpersonal and communication skills
- Proficiency with Microsoft Office (i.e. Microsoft Word, Microsoft Excel) - 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
- Valid drivers license and access to reliable transportation is a must

### **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
- Attend volunteer educational events
- Submitting monthly volunteer hours by the 3rd of each month via online submission form <https://hospiceorillia.ca/volunteer-hours-monthly-report-form/>

### **Duties Include:**

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

- Support Hospice Orillia in fundraising events such as 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
- Assist with mailing of tax receipts
- Assist with mailing of fundraising appeals
- Additional duties as required



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 January 2023.

### **Awareness Volunteers**

- Attend community outreach events, such as booths, presentations, and/or farmer's markets
- Participate in ensuring that community organizations are aware of Hospice Orillia's programs and services
- Act as an ambassador for Hospice Orillia
- Additional duties as required

### **Additional duties as a result of COVID-19:**

- Pivoting to virtual services as needed – dependant on government regulations
- Utilize appropriate personal protective equipment (PPE) for in person services as directed by Hospice Orillia in accordance with government rules/regulations

### **Limitations:**

- Compromise their own safety as part of their duties (i.e. performing tasks beyond their own physical capability)
- Accept personal gifts
- Witness any legal documents
- Ability to lift over 20lbs

### **Key Relationships:**

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

### **Supports for Success:**

- Hospice Palliative Care Training Program
  - Hospice Palliative Care Ontario (HPCO) Online Training
  - Hospice Orillia In-Person Training
- Ongoing educational and professional development opportunities
- Community workshops
- Individual supervision, if needed/applicable

### **Time Commitment:**

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



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### Screening Requirements

- Police Vulnerable Sector Check
- Two completed reference checks
- No health screenings are required for this position

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

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



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