

Housing Administration Individual Project Volunteer Opportunity

Overview:

Run through ETO database making sure participant files are up to date. All training will be provided. The first shift is training, and the project should last approximately 2 months. (August 24th until mid-October)

Qualifications:

- 18+ with a Police Information Check on file
- Basic computer skills
- A minimum commitment of 1 shift per week
- The ability to read and write in English
- A desire to help the community 'behind the scenes'
- A committed to confidentiality

Training:

- The first shift is training. All training is provided
- Staff will be available for ongoing support

Location:

- 2nd floor of the Bissell West building 10535 96 St.

Shifts:

- A minimum of once-a-week commitment to a maximum of four shifts a week
- Shifts available to choose from are 9am – 1pm Monday - Thursday

Good to know:

- There is free parking onsite
- Casual fragrance-free office environment
- Supervisors can be asked to provide a work reference after about 36 hours of service (so we know your working style well enough to answer questions honestly)

Impact:

This role will protect housing participants from any oversight of their important files being expired or missing. Helping house individuals and families and helping them stay housed. Safe housing is the first steppingstone and is at the centre of Bissell's work towards ending poverty in our community.

**** Closed on all Statutory Holidays ****