



Volunteer Position Title	
Administrative Assistant: Children and Families Program	
Volunteer Position Description	<p>About the program: The family program at Access Alliance focuses on families with children aged 0 – 6 years of age who live in under-served areas of the city. We provide EarlyON Programs in the Taylor-Massey neighbourhood for parents with young children. EarlyON staff conducts playgroups and workshops about early learning topics, provides support and information regarding community resources and makes referrals.</p> <p>We are looking for committed volunteers to assist with administrative tasks.</p>
Tasks	<ul style="list-style-type: none"> • Working with Excel and Word Documents • Calling clients • Updating statistics and attendance • Writing reports • Completing intake forms • Following up on emails and phone calls • Creating flyers
Location	APOD - 3079 Danforth Ave. (Danforth and Victoria Park)
Time commitment	As soon as possible, ongoing, Wednesdays and Fridays, 10:00 am - 2:00 pm, Days and times can be flexible.
Role Type	Administrative
Format	Hybrid: Combination of in-person and remote
Qualifications & Requirements	<ul style="list-style-type: none"> • Experience working with Microsoft Suite • Comfortable communicating through email and social media • Experience in intake and referral an asset
Benefits for the volunteer	<ul style="list-style-type: none"> • Receiving a letter of recognition yearly, gain administrative skills while working in a non profit organization
# of positions available	2
Focus Area	Children & Families
Application Deadline	February 28 th 2022
To apply	<p>Email: Melisa Savone - Volunteer & Students Placement Lead msavone@accessalliance.ca Please include 'Admin Assistant: Children and Families' on the subject line</p>
For more information about this program contact	<p>Keisha Cooke Family Resource Program Worker kcooke@accessalliance.ca</p>

We welcome and encourage immigrants and refugees to volunteer with us! We encourage applications from volunteers who reflect the broad diversity of communities we work with, including those from racialized and LGBTQ2+ communities.