



Title: My Sisters' Place Welcome Desk Volunteer

Program: My Sisters' Place

Position Location (full address): 566 Dundas Street London, ON

Time Commitment: One shift per week, 3-4 hours

Role Description and Primary Responsibilities:

- Providing a welcoming atmosphere that encourages engagement from clients
- Distributing donated personal hygiene and small clothing items that are stored at the Welcome Desk and recording the transaction
- Providing MSP Activity Calendars and other community resource information available at the Welcome Desk; as well as assisting us to stay on top of keeping available copies.
- Maintaining the privacy and confidentiality of the women accessing services and support.
- Attend initial orientation and ongoing training and meetings.

Required Qualifications:

- Current & Clear Vulnerable Person's Sector Check.
- Minimum of 18 years of age
- 2 references (1 professional)
- Minimum commitment of 6 months
- **Only female applicants will be considered due to a bona fide occupational requirement of this position and the My Sisters' Place program**

Experience & Qualifications:

- Excellent customer service skills and a pleasant demeanor
- Reliability and punctuality
- Experience working with marginalized women and/or individuals with mental health issues is considered an asset

Physical and Mental Requirements:

- Must be able to stand for a few hours at a time
- Must be able to lift up to 20 lbs
- Good listening skills and a nonjudgmental attitude
- Ability to handle stress and conflict in a calm manner

CLICK HERE TO APPLY NOW: [Volunteer Application Form \(smartsheet.com\)](https://smartsheet.com)

Detailed Summary of Position:

The Welcome Desk at My Sisters' Place is the Hub of our Home. It is the first point of contact for all who come to My Sisters' Place – clients, donors, volunteers and guests. We rely on our Welcome Desk volunteers to help us maintain a safe, accessible and friendly environment for everyone

We place tremendous value on the contributions of our volunteers to help us support more than 1,200 women who walk through our doors seeking services and support each year.

Volunteers with our team play a role in improving the quality of life for women who are undermined by homelessness, poverty, mental health, addictions and other complex health issues.

We are proud to include our volunteers as part of our innovative, client- and recovery-focused team. Volunteering at My Sisters' Place offers the chance for volunteers to gain knowledge about addictions & mental health, to learn of the various services and supports available within the community, and to meet new people.

Reporting Relationship

Indigenous Cultural Lead - Outreach Programs

Program Support - Outreach Programs