

## Drop-In Assistant Volunteer

<b>Position Title: Research Volunteer</b>	
<b>Supervisor Name: Margaret Walsh</b>	
<b>Main CDI Location for Placement: St. Clair Gardens</b>	
<b>CDI Program (if applicable): Research Department</b>	
<b>Days &amp; Times of Placement: TBD</b>	
<b>Start Date: TBD</b>	<b>End Date: TBD</b>

### **Purpose of the Position:**

Provide assistance to the research department in

### **Skills Required:**

- Basic understanding of research practices, different types of evaluation and maintain confidentiality
- Proficiency with computers - experience working with different databases including Excel and SPSS, would be an asset
- Familiarity with data collection and data entry practices
- Detail-oriented, ability to work independently as well as part of a team
- Interpersonal skills

### **Key Responsibilities:**

- Data entry, data collection, literature reviews, reviewing data collection tools

### **Program Times:**

- TBD

### **Commitment:**

In the interest of the clients who we serve, volunteers are expected to make a commitment to a minimum of 3 months.

### **Orientation/Training:**

Orientation: Dates TBD

In addition to providing all volunteers with a formal orientation prior to the start of involvement with Child Development Institute, we provide monthly learning sessions for volunteers, students and employees.

**Supervision:**

Research volunteers will be supervised by the Manager, Research and Evaluation.

**Evaluation:**

Child Development Institute evaluates volunteers annually in June. Volunteers receive their evaluation via mail unless an in-person meeting is requested. All mailed evaluations will be sent by August 31<sup>st</sup>.

**Due to the high volume of applicants, please note that only those candidates selected for an interview will be contacted.**

[Click here to fill out the online volunteer application form](#)