

Operations support volunteer

Position Title: Operations support volunteer	
Supervisor Name: Ann Tang	
Main CDI Location for Placement: 25 Imperial St.	
CDI Program (if applicable): Integra Program	
Days & Times of Placement: TBA	
Start Date: Any time	End Date:

Purpose of the Position: Assist in the support of the operations side of the agency

Skills Required:

- Attention to detail
- Willingness to learn
- Strong organizational skills

Key Responsibilities:

- Assist in preparation of materials for programs (e.g., copying cd's for MMA, check av equipment prior to group or workshop, prepare coffee, photocopy of handouts, etc.)
- Support of committee work (take minutes, prepare meeting materials, follow-up re: attendance, etc.)

Program Times:

- Monday to Friday, 9 to 5 p.m. – evenings also possible

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:

Would vary depending on task but most often [Ann Tang](#), Administrative Manager

Evaluation:

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

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](#)