



Office Assistant

Help out by carrying out general office duties that contribute to quality service for Canterbury residents. Duties could include taking calls, data entry, filing, photocopying, and other tasks as directed by office staff.

Position Title:

Office Assistant Volunteer

Client Group

Staff and seniors in Supportive Living and Independent Living

Location:

Canterbury Court/Canterbury Manor

Purpose of Position:

To carry out general office duties that contributes to quality service for the residents.

Time Commitment:

One 4-hour shift per week, mornings or afternoons, minimum 4-month commitment

Duties/Responsibilities:

- Answering telephone/greeting visitors and portraying a friendly welcoming environment
- Update records and other record-keeping/data entry activities
- Filing, photocopying and other tasks
- Promote the organization in a positive manner
- Make follow up phone calls as required

Skills/Qualifications:

- Pleasant and professional manner in person and on the phone
- Enjoy being with seniors, is respectful and positive
- Working knowledge of English—both written and spoken
- Ability to learn data entry skills and has basis computer literacy
- Comfort with and knowledge of office machinery

- Respect, patience and understanding of residents

Boundries/Limitations

- See Professional Boundaries Policy

Orientation/Training:

- One-hour orientation prior to first shift
- One-hour training prior to first shift

Supervision/Evaluation:

- Supervisor: Activities Manager
- Annual evaluation with supervisor

Benefits:

- Opportunity to meet new people and have fun with residents and staff.
- Helping people to maintain their health and independence. Snacks will be provided.

[Download Application Form](#)