



Position:	Volunteer - 24/7 Women's Drop-In Program
Number of positions posted:	1
Hours of Work:	12 hours per week: Three 4-hour shifts (three days per week) or Two 6-hours shifts (two days per week) Days and hours may vary 6 months minimum commitment
Supervisor:	24/7 Women's Drop-In Program Manager/Senior Manager
Posting Date:	August 31, 2020
Application Deadline:	September 15, 2020
Location:	67 Adelaide Street East

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and social isolation to address their needs and hopes and advocate for a more equitable society. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion. Please see our website www.fredvictor.org.

The 24/7 Women's Drop-In is a low barrier, trans inclusive and welcoming space for women to come and meet service providers, peer support workers and other women with similar lived experience. Volunteers are integral to the services we offer, they work as part of a team to provide programming from a client-centered, trauma informed, harm reduction and anti-oppressive perspective.

Position Summary: The volunteer works collaboratively with staff to ensure the smooth day-to-day operations of the 24/7 Women's Drop-In

Major Duties:

- Engage women coming to the Drop-In through building trust and showing acceptance
- Encourage women coming to the Drop-In to participate in activities
- Encourage and facilitate social connections between women coming to the Drop-In
- Perform administrative tasks such as communications, reports, data entry of service statistics
- Prepare and serve meals
- Follow Fred Victor's policies and procedures, including policies around professional boundaries, confidentiality and the staff code of conduct
- Participate in regular meetings and supervision with Program Manager
- Observe work related requirements such as punctuality, attending staff meetings, meeting deadlines and working with or without direct support
- Other duties as required

Qualifications:

- Administrative and organizational skills, including an understanding of Microsoft programming such as Word, Excel and Outlook

- Understanding of, and experience working in, programs serving women with complex intersecting needs including homelessness, physical and mental health issues, addictions and histories of trauma, abuse and social isolation
- Understanding of client-centered, trauma-informed and anti-oppression practices
- Strong interpersonal skills and demonstrated ability to build effective relationships with team members and community members
- Educational background in social work/social services/human services work or equivalent education and lived experience is an asset
- Strong communication skills, both written and oral

Additional Information:

- Volunteer will receive an orientation about Fred Victor and policies. Volunteer will report to, and receive direction and support from, the Drop-In Manager and/or Senior Manager. Facilitator. In addition, volunteers will receive some relevant training opportunities.

Disclaimer:

- This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the volunteer.

WORKING CONDITIONS:

Volunteer works in office and resident areas of the Adelaide Resource Center. The program is a 24-hour facility. All volunteers must expect to be in potentially threatening situations and in close proximity to pets. It is an emotionally challenging position and at times a physically demanding job.

Please submit a résumé and cover letter detailing how you meet the job requirements
By September 15 at 5:00 p.m. to:

Maria-Eugenia Ricote
Senior Manager, 24/7 Women's Drop-In
mricote@fredvictor.org

Applicants should quote the job title in the subject line & identify which shift they are applying for.
No phone calls, faxes, or mailed resumes please.

The final candidate(s) will be required to provide a current police reference check prior to being hired

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.