



CHILDCARE FRONTDESK - VOLUNTEER

VOLUNTEER – CHILDCARE FRONTDESK, CHILD DEVELOPMENT SERVICES

Voted one of Maclean's Top 100 Charities of 2020, YW Calgary provides preventive and restorative services to women and their families to help them thrive.

Committed to supporting and focused on enhancing women and their families' safety and well-being, we are in need of a volunteer for our Childcare front desk. In this role, you will be supporting our Child Development Services (CDS) program in providing welcome services and setting parents and their children up for success while at YW.

WHAT YOU NEED TO BE A VOLUNTEER

- Resume and application (Interviews will be done)
- Police Check including a Vulnerable Sector Search clearance; Child Intervention Clearance
- Time commitment: one 2-2.5 hour shift each week, with flexibility. Shift times are weekdays between the hours of 9:15am to 5:30pm
- Proof of vaccination against COVID-19

WHAT YOU'LL DO

- Support the CDS reception desk by welcoming and helping parents, helping to open and hold doors, etc.
- Update bulletin board
- Organize storage
- Process childcare paperwork
- Support staff needs so they can remain in ratio

DETAILS & SKILLS REQUIRED

- Excellent customer service skills
- Excellent communication and interpersonal skills
- Strong computer skills, MS Office Suite,
- Motivated self-starter
- General volunteer orientation will be provided

WHY VOLUNTEER?

- Experience working in the non-profit
- A reference letter will be provided upon request
- Professional development opportunities
- Valuable training in First Aid, ASIST

SHIFTS AVAILABLE

- Mornings: (9:15 am to 11:45 am)
- Afternoons: (3:30 pm to 5:30 pm)

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.

Interested in volunteering? We want to meet you.

<https://www.ywcalgary.ca/work-with-us/#fusion-tab-volunteer>

Apply today at [BetterImpactLink](#)

YW Calgary requires volunteers to be fully vaccinated. Where the volunteer has not obtained the vaccine, the volunteer will be considered on an exceptional case by case basis; YW Calgary will adhere with its obligations under the Alberta Human Rights Act.