

### **Office support volunteer**

Do you love organizing and planning? Do you enjoy being in an office environment and working with a team? Then volunteering in the main office for CHFVI may be a good fit for you!

From time to time, the Foundation needs support in the office located on Wale Rd in Colwood. Office support could include helping put together packages for conferences, supporting a mail out, computer work, or helping with donor thank you phone calls.

Children's Health Foundation of Vancouver Island has invested in the health of Island kids for more than 95 years. Our vision is to ensure all Island families have access to the health care they need. For more information on the work we do, please visit <https://islandkidsfirst.com/>.

### **Responsibilities**

- Responsibilities can vary depending on the need but can include tasks such as:
  - Supporting a mail out
  - Putting together packages
  - Light computer work
  - Calling donors to thank them for their contributions

### **Skills required.**

- People-oriented, team player.
- Organized, reliable and committed.
- Able to work both independently and as part of a team.
- Prior office experience is helpful but not a requirement.
- Knowledge of the foundation and what we do.

### **Time commitment**

- Time commitment can vary depending on the nature of the activity.

**What we hope you will gain from your volunteer experience**

- Engagement in fulfilling work.
- A sense of pride that you are helping island families.
- Opportunity to meet new people.
- Hands on practical experience.
- Learning new skills and knowledge that may be helpful in other areas of your life.

For more information about this opportunity, please contact the Volunteer Coordinator at [volunteer@islandkidsfirst.com](mailto:volunteer@islandkidsfirst.com).

**Apply here**