



At the Dr. Bob Kemp Hospice, we compassionately serve the emotional, physical, social and spiritual needs of individuals living with a progressive life-limiting illness until the end of life. We support them, their bereaved and our community through our residential, outreach and bereavement programs.

**Position:** Volunteer Programs Assistant

**Status:** Contract Full-Time, 35 hrs/wk

**Wage:** \$15.00/hr

**Position:** The Volunteer Programs Assistant will assist the Manager of Volunteer Programs with the planning and implementing of volunteer programs including; day hospice, fundraisers and volunteer appreciation/meetings. Flexibility with work schedule is necessary as the Volunteer Programs Assistant may be required to attend meetings and events in the evening and/or weekend.

Responsibilities and Duties include, but not limited to:

- Assist with preparation of materials, set up and take down of Day Program, fundraising events, memorial services, meetings etc.
- Participate in the facilitation of Day program and other events
- Cover reception desk as needed, directing in-coming calls and greeting visitors and program users
- Assist in kitchen as needed

Qualifications:

- Compassionate, empathetic, personable and professional at all times
- Team player who performs well independently and in groups, with a diverse client group
- Experience with MS Office
- Food Safe Handling certification and Smart Serve an asset
- Currently enrolled in a Degree/Diploma from recognized university/college/high school and returning to school full time in the Fall
- Between the ages of 15-30 and legally entitled to work in Canada

Duration of Contract:

- April to August 2019

**Please submit cover letter and Resume to [admin@kemphospice.org](mailto:admin@kemphospice.org)**

**Application Deadline: April 26, 2019**

This position is contingent upon receiving approval through the Canada Summer Jobs Initiative

*Dr. Bob Kemp Hospice is committed to diversity and inclusivity in employment. Dr. Bob Kemp Hospice is also committed to accommodating applicants with disabilities during the recruitment, assessment and selection process. Please notify us if you require accommodation in respect of the materials or procedures used at any time during this process. If you require accommodation Dr. Bob Kemp Hospice will work with you to determine how to meet your needs.*