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EXTERNAL POSTING

Administration Volunteer

Are you an advocate for ending gender-based violence in all its forms? Do you enjoy administrative tasks, data entry and writing notes? If you said yes to any or all of the above, we have a volunteer role for you this holiday season.

Our holiday campaign begins right after Remembrance Day and runs until the end of December and we need volunteers to help make it run smoothly!

For a list of our current volunteer opportunities, please visit <https://ywcapeterborough.org/give/volunteer>

What We Do:

YWCA Peterborough Haliburton provides safe shelter, resources and support to help women safely escape gender-based violence, build upon their existing strength, and move forward in their lives. With the help of our community, we're interrupting the cycle of gender-based violence and creating a safer, more equitable future for all.

Description of Position:

The Administration Volunteer plays an important role during the holiday season. This volunteer opportunity includes data entry, writing thank you cards to our amazing donors and preparing cards and letters to be distributed via Canada Post.

Duties Include:

- Attaching files in our Donor Tracking System (Donor Perfect);
- Scanning and emailing donation information to the Philanthropy Team;
- Handwriting Thank You cards;
- Editing and printing Thank You letters;
- Printing Receipts;
- Preparing cards, letters and receipts for mailing;
- Dropping mail at Post Office;
- Entering notes into Donor Perfect

Required Skills and Qualifications:

- Neat Penmanship;
- Proficient with Excel & Word;
- Organization skills with attention to detail;
- Proficient with computers and printers;
- Familiar with preparing and distributing mail;
- A positive attitude, enthusiasm, and friendly;



- Understanding of the YWCA Peterborough Haliburton values and the desire to promote them;
- All volunteers must be at minimum 16 years of age;
- Experience with Donor Perfect is an asset, but not required

Training Provided by YWCA:

- Attendance to an orientation session is required prior to starting official volunteer shifts;
- Training will be provided on:
 - Background of the cause or community need;
 - How to communicate the organization's mission;
 - Goals for the activity and evaluation methods;
 - How to perform the volunteer tasks and responsibilities;
 - Safety measures;
 - Rules of volunteering with your organization;
 - Overview of equipment and how to use it;
 - How to submit volunteer time.

Position Benefits:

- Meet new people and network with like-minded individuals;
- Increase your skills in communication and stewardship;
- Receive access to exclusive volunteer opportunities and YWCA Peterborough Haliburton events;
- Become a critical part of the YWCA Peterborough Haliburton as well as getting to know our staff, donors, and volunteers;
- Give back to your community and contribute to raising funds for our much-needed programs and services.

What You Need to Know:

- Volunteers under the age of 18 require a waiver signed by a parent or guardian.
- The time requirement for this position will be a minimum of 14 hours per week beginning as soon as possible until January 15th. Additional hours may be required between December 18th-22nd, 2023 and January 2nd-5th, 2024. Our administration office is closed between Christmas and New Years.
- A Criminal Record with a Vulnerable Sector Check will be required prior to starting official volunteer shifts.
- The YWCA Vaccination Policy requires all employees to be fully vaccinated against COVID-19. Valid exemptions pursuant to the Ontario Human Rights Code will be assessed on a case-by-case basis.