

Volunteer – Program Support

OUR MISSION:

To support families and serve children and adults living with intellectual disabilities by:

- Provide quality programs and services that support the development, independence, and empowerment of adults, children, and families.
- Working in partnership with adults, children, families, Society members, and members of the community
- Advocating for and developing a full range of community-based services to meet the unique needs of each person and family.

Duties and Responsibilities:

- 4 hours per week
- Help with Summit programs by helping with program research, preparation (e.g., shopping, materials), setup/takedown, facilitation, and by supporting individuals to engage in activity.
- Provide general support to members who drop into programs (or folks who are staying between programs)
- Assist Professional Growth members in completing their volunteer hours: supervising individuals completing cleaning duties (WHMIS), or other designated tasks.

Qualifications:

- Must be 19 years or older.
- Previous Administrative experience
- Able to use Microsoft Office Suite
- Ability to communicate effectively with all stakeholders.

Benefits:

- Certificate of completion
- Reference letter
- Valuable experience
- Working with an amazing IDS team

You must be trustworthy, reliable, professional, eager to learn, and a self-starter with a good work ethic. All applications are for **VOLUNTEER Positions ONLY!** Please send resumes if you have one and a short letter explaining why you want to volunteer with us at careers@idsbc.org