

## **VOLUNTEER POSITION DESCRIPTION**

- Position:** Early Learning Visuals Volunteer
- Purpose:** To create and assemble visual tools and resources used to support children's needs in licensed child care settings
- Responsibilities:** Photocopying, printing, laminating and assembling resources
- Boundaries:** Volunteers will be friendly, courteous and respectful  
Volunteers will not have access to confidential information
- Qualifications:** Experience with office equipment  
Good fine motor skills  
Proficiency in English – verbal and written  
Must be over age 14
- Characteristics/  
Skills:** Responsible, organized, flexible, ability to follow written directions  
able to work independently, take initiative  
Good communication skills  
Thrive in an inclusive and diverse environment
- Other Requirements:** Police Records Check if over 18  
Provide two references
- Risk Assessment:** Low
- Training:** Volunteers will attend agency and job-specific orientations  
Volunteers will complete online trainings in
- Violence in the Workplace
  - Health and Safety 4 Steps
  - Accessibility for Ontarians with a Disability
  - WHMIS
- Supervision:** Volunteers report to Visuals Committee
- Availability:** Flexible, Monday to Friday between 9:00 and 5:00
- Commitment:** Minimum of 2-4 hours per week for three months required

**Location:** 99 Ottawa St. South, Kitchener

**Benefits:** Be a part of an inclusive and person-centred team  
Gain work experience  
Develop interpersonal skills  
Training opportunities  
Meet new people  
Volunteer recognition and appreciation

**How to Apply:**

1. Complete and submit an application. Applications can be found in the Volunteer section of our website: [www.kwhab.ca](http://www.kwhab.ca)
2. Attend an interview with the Volunteer Coordinator
3. Complete screening requirements
4. Receive notice of next steps

