

Regional HIV/AIDS Connection Volunteer Roles

Drop in volunteering is available during **Volunteer** hours only. All other volunteering must be scheduled ahead of time with the Coordinator of Volunteer Services. This allows us to book space for you to work in and have materials ready. Volunteers are not scheduled between 12 and 1pm so supervising staff can take their lunch.

REGULAR VOLUNTEERING

Reception Coverage: Monday- Friday coverage

- Answer phones, direct calls to appropriate person (good phone manner, polite, speak clearly)
- Deal with public as they come in
- Assisting Counterpointe with Customer Service Calls
- Other basic administrative duties

John Gordon Home: Kitchen, gardening, cleaning, Social Engagement support

FLEXIBLE VOLUNTEERING

Drop in Volunteer Connection:

- Mondays and Wednesdays 1-4:00pm
- Package harm reduction supplies
- Awareness & Educational materials prep (Sunfest; Pride; Red Scarf)

Data Entry:

- Detail oriented
- Enter donations
- Help us maintain our Income Manager database

SPECIAL EVENTS VOLUNTEERING

Educational/Community Outreach/Fundraising

Help out at special events distributing informational information at a booth; Greet/Host at A Taste for Life; Knit/Crochet for Red Scarf; participate in Red Scarf Pop Ups & Red Scarf Benefit Concert; attend World AIDS day vigils; assist at our Client Holiday Dinner:

Black History Month (February)

International Women's Day (March)

Multicultural Health Fair (March)
A Taste for Life (atasteforlife.org) (April)
Heartfelt Evening (June)
Sunfest Booth (July)
World HEP C Day (July)
PRIDE Booth & Parade (July)
Red Scarf (redscarf.ca) (November)
World AIDS Day (December)
Client Holiday Dinner (December)

MISCELLANEOUS VOLUNTEERING

Skills & knowledge based volunteering: We have journalists, graphic artists, framers, webpage designers, writers, painters, photographers & more who volunteer their skills on a case by case basis to help us deliver services & communicate more effectively.

Host a fundraising event:

Having a life/milestone celebration? In place of gifts ask guests to make a donation to Regional HIV/AIDS Connection; Host a tournament (golf; volleyball) with proceeds going to RHAC.

Group Volunteering: Are you a group of students or business people who would like to help but need a more flexible time? Contact our Volunteer Coordinator Fran McKeown (fmckeown@hivaidsconnection.ca) to see what we can do.

Volunteering with partner organizations:

Check volunteer listings at Charity Village (charityvillage.org) & PILLAR nonprofit network (pillarnonprofit.ca/volunteer).