



Position Title:

Finance Administrative Support Volunteer

Location: 152 Wilson Street, Oakville, ON

Reports To: Finance Staff or designated staff

Summary:

The Finance Administrative Support Volunteer role offers an excellent opportunity to develop and enhance your administrative skills while contributing to the Lions Foundation of Canada Dog Guides. This position supports essential office tasks and provides valuable experience within a dynamic and impactful organization.

Benefits:

- Be an integral part of the Lions Foundation of Canada Dog Guides volunteer team.
- Expand your social and professional network.
- Apply your administrative experience in a meaningful way.
- Gain valuable hands-on experience.
- Receive orientation, specific training tailored to the role, and ongoing staff support.

Key Responsibilities:

As a Finance Administrative Support Volunteer, you will:

- Provide administrative support to all departmental members
- Review, evaluate and distribute all outgoing mail.
- Maintain a high level of confidentiality in all interactions.
- Scan and file documents.
- Process outgoing mail correspondence.
- Assist with project-based opportunities as required.

Desired Skills and Qualifications:

We are seeking individuals who:

- Have the willingness to take direction
- Possess knowledge of computer programs and basic office software, but not required
- Demonstrate strong filing and organizational skills.
- Are detail-oriented and efficient.
- Exhibit strong verbal and written communication skills.
- Are committed to maintaining confidentiality in all tasks.

Time Commitment:

- **Schedule:** 1 day per week, 2-3 hour shifts.
- **Term:** Minimum 6-month commitment, with opportunities available all year round.

Work Conditions

- Busy office setting.
- Manual dexterity is required to use desktop computers and peripherals.
- Interacts with public at large
- Sitting for long periods
- Repetitive work

If you are interested in this rewarding opportunity to contribute your skills to the Lions Foundation of Canada Dog Guides, please reach out to Evelyn Marshall at volunteer@dogguides.com or 905-842-2891 ext 267.

We look forward to welcoming you to our team!