



Position	Community Partnerships Volunteer
Purpose	To assist the Manager, Community Partnerships with administration, donor relations, and other support
Benefits	Excellent opportunity for someone looking to gain office experience and relationship building
Tasks/ Duties	Assist with various mailing tasks and other administration Support with event details and logistics Data entry and mapping
Commitment	two to three days per week for a minimum of 6 months
Qualifications	Proficient with Microsoft Office programs, including Outlook, Word and Excel Familiarity with Salesforce and virtual meeting platforms Available twice weekly at the Lions Foundation of Canada Dog Guides Oakville office, 152 Wilson Street Oakville, ON L6K 0G6 Comfortable speaking with a variety of people including donors, clients, vendors Criminal Record and Judicial Matters Police Check Able to commit to 14-21 hours per week for six months
Training	Available one on one with Supervisor and general orientation
Supervisor	Community Partnerships Manager
How to Apply:	Please contact Evelyn Marshall at emarshall@dogguides.com Join our mission to provide exceptional customer service to our community and be a crucial part of our journey towards matching and supporting Dog Guides Teams. Your assistance is greatly appreciated.

All volunteers are expected to act in accordance with the policies and values of Lions Foundation of Canada Dog Guides. Volunteers are expected to maintain a positive team attitude with staff and other volunteers in the performance of their duties. Dogs must be treated with kindness and respect at all times, any sign of abuse may result in immediate dismissal.