

Volunteer Job Description:

Volunteer Office Assistant

Volunteer Reports to:

Award Officer & Registrations Liaison

Position Summary:

The Duke of Edinburgh's Award is a leadership and self-development program for youth ages 14-24. The BC & Yukon Division office is based in Victoria, BC and, with over 15,000 youth participants and 315 active Award groups across the region, we are looking for enthusiastic Volunteer Office Assistants to perform a variety of administrative and office support tasks. This is an ideal position for someone with excellent attention to detail and with experience and/or interest in working in an office setting. We are a professional, energetic office and looking forward to welcoming more people to our team who love supporting and celebrating youth achieving their goals. For information about the Award program go to www.dukeofed.org/bc
To learn more about our volunteer opportunities contact Jillian at 250-385-4232 ext. 1 or jjones@dukeofed.org

Duties and Responsibilities:

This position will include, but not be limited to:

- Data entry
- General clerical duties including photocopying, scanning and mailing
- Phones
- Special events coordination
- Archiving

Requirements:

- Must be courteous and personable with good interpersonal skills and a friendly manner.
- Must be dependable, punctual, work well independently and as part of a team.
- Willing to take initiative, and committed to meeting deadlines.
- Excellent organizational, written and verbal skills.
- Computer skills are a must - Knowledge of Microsoft Office programs, including Outlook, Word, and Excel, Publisher and Adobe Acrobat desired, but not required.
- Respect and maintain confidentiality of The Duke of Edinburgh's Award participants, partners, and donors.
- Sign a confidentiality agreement and complete a successful volunteer sector criminal record check. (As a volunteer, this criminal record check would be at no cost to you.)

Training:

Your office orientation will include training on all office equipment, the database, and office filing systems.

Evaluation:

There will be an evaluation after 4 weeks.

Time Commitment:

This position requires a minimum 3 month commitment for 6-8 hours per week during office hours (Monday to Friday from 9:00 am to 5:00 pm). These hours can be completed over multiple days each week according to your schedule. Special events may occur on a weekend and would be open for volunteer participation.

Benefits and recognition:

- Be a part of the most prestigious youth award program in the world. It is the most successful youth initiatives globally and the fastest growing in the country.
- Be part of a dynamic, innovative, and successful team at the top of their game.
- Great opportunity to build non-profit experience and learn from a successful team working in the non-profit trenches.
- Opportunity for advancement and increased skill development based on interest and ability.
- Valuable work experience and transferrable skills in the administrative and event coordination fields.
- The Duke of Edinburgh's Award will provide detailed reference letters for all volunteers who successfully complete placement.
- Free parking, bike racks and on a bus route.
- Great neighbourhood.
- All the tea you can enjoy!

Please submit via email your resume, including any work and/or volunteer experience, in a PDF document titled with your name and the position. In the subject line of your email please state the Volunteer Office Assistant position, and send to jjones@dukeofed.org

About The Duke of Edinburgh's Award:

The Duke of Edinburgh's Award is a non-competitive programme in which participants set and achieve personal goals for community service, skills, fitness, and adventure. In BC, the Award program has over 15,000 youth enrolled in its Bronze, Silver and Gold levels. For information about the Award program go to www.dukeofed.org/bc