



INVENTORY SUPPORT VOLUNTEER OPPORTUNITY

Goal

To contribute to the smooth running of the organization's office by supporting subscribers and prospective clients to live at home for as long as possible. The Inventory Support Volunteer will contribute to Victoria Lifeline's environmental sustainability program by sorting equipment returns and preparing it for reuse.

Reporting To: Inventory Clerk

Description: Victoria Lifeline is looking for passionate people who care about their community. The ideal candidate will be able to follow a step-by-step process independently. He or she will also have an interest in learning new things.

Victoria Lifeline encourages people from all backgrounds and age groups to apply.

Commitment: 5 – 10 hours monthly. Hours may be scheduled at a mutually agreeable time during regular business hours, Monday through Friday 8:30am – 5:00pm.

Volunteers are asked for a 2 month commitment. Commitments may be renewed or extended where mutually agreeable.

Activities & Tasks

- Sorting, cleaning and packaging Lifeline equipment.
- Other duties as reasonably assigned and mutually agreeable.

Skills and Experience

- Completed Grade 10 or equivalent.
- Demonstrated organizational talent and ability to prioritize tasks.
- Able to safely carry up to 10 lbs.

Work Conditions

Victoria Lifeline values integrity, transparency, empathy, and innovation. We strive to build a positive team spirit and pursue continuous improvement. Dedicated volunteers of all ages and backgrounds are welcome in our workplace.

Our office dress code is business casual with a clean and neat appearance. Our attitudes are friendly and respectful.

Orientation & Training

Upon a successful interview and offer of placement volunteers will complete a registration process that includes background screening, orientation and training. Ongoing training and support is provided for all volunteers. Regular evaluations and opportunities for feedback are part of our volunteer program.

Benefits

- Develop competencies in time management, process planning and develop self-confidence.
- Build community and support those trying to live independently.
- Contribute to improved patient care at the Victoria General Hospital
- Be part of a vibrant and caring team.

About Victoria Lifeline

Victoria Lifeline is Manitoba's leading medical alarm service, providing peace of mind and security by connecting people to assistance 24 hours a day at the touch of a button. A program of the Victoria General Hospital Foundation, Lifeline assists over 6,000 individuals and their families by providing a personal, quality service through a network of caring staff and volunteers.

For more information visit www.victorialifeline.ca