



VOLUNTEER OPPORTUNITY - Reception & Support Volunteer

SUPPORT CONNECTION AND COMPASSION AT THE SUNSHINE COAST RESOURCE CENTRE

The Resource Centre is more than just a place to find information — for many in our community, it's a trusted support system. As a volunteer, you will often be the first point of contact for clients, playing a key role in creating a welcoming and non-judgmental atmosphere. We're looking for volunteers who want to contribute meaningfully while drawing on their own interests and strengths. We'll work with you to shape a role that feels purposeful and aligns with what you're comfortable doing.

Roles & Responsibilities may include but are not limited to:

- Welcoming clients and visitors to the Resource Centre
- Answering office phone & checking voicemail
- Recording messages clearly for staff & prioritizing urgent inquiries
- Supporting the Gathering Place for Seniors (ie. light setup, monitoring the space)
- Performing light office duties as needed/if comfortable
- Help update and distribute community resources and information
- Contributing through compassionate listening & non-violent communication

What You'll Receive:

- Orientation and ongoing training
- A deeper connection to your community
- Increased familiarity of local and government resources
- The satisfaction of knowing you're making a real difference

Requirements:

- Time commitment: one 2-hour shift per week, during drop-in hours (Mon - Thurs, 10am - 2pm)
- Provide proof of a clean criminal record check (this process is free, with a letter we provide)
- Sign & comply with our Confidentiality and Anti-Discrimination agreements

To learn more about the Resource Centre and all of our programs, please visit www.resourcecentre.ca. If you are interested in joining our team in a volunteer capacity, please email volunteersc@resourcecentre.ca with the subject line: RC Volunteer application.

Thank you so much for your interest!