



Unit C - 450 Eighth Street
Courtenay, BC
V9N 1N5

Position Details

The Admin Co-ordinator is the front office/reception position for the CJC and so it creates the all important first impression, whether on the phone or in person. The purpose of this position is to welcome visitors to the office, assist them to obtain the information and service required, and ensure they have a positive experience at our office. The position provides a variety of data input services, letter writing, case file management, appointment scheduling, and office support for our case co-ordinators. The work is highly procedural and there is a detailed office manual which provides step by step instructions for all processes. The office environment is collegial, skilled, professional, and pleasant. This is a "relief/on call" position to cover 9 AM - noon shifts for regular admin coordinators on sick leave, vacation, or other absences

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| Job Title: | Administrative Co-ordinator |
| Criminal Background Check Required: | Yes |
| Organization Name: | Community Justice Centre Society |
| Organization Address: | Suite C2, 450 Eighth St |
| Event Date (If Applicable): | 0000-00-00 |
| Contact Name: | Bruce Curtis |
| Contact Phone Number: | 250-334-8101 |
| Contact Email: | bruce.curtis@shawbiz.ca |

Volunteers: Please take this form to the volunteer coordinator listed above. Member Organizations: If any information is incorrect on this form, please let us know as soon as possible by contacting 250-334-8063.

Tips and tricks for a new volunteer

- 1. Choose Wisely/Research and Do Your Homework:** There may be a specific aspect of animal welfare that is very important to you. Are you passionate about spay/neuter? Homelessness? Animal therapy? Pet nutrition? Take the time to seek out an organization whose mission speaks to you.
- 2. Ask For/Offer Referrals:** Let people know that you are looking to volunteer, and what your interests are. Your own community is an ideal place to reach out when looking to be connected to a group that means something to you. Once you find something you love—spreading the word is a great way to further the cause.
- 3. Don't Overcommit:** As eager as you are to make a difference, you don't want volunteer projects to rule your schedule. Make sure you balance your time carefully so that your professional life or family time doesn't take a critical hit.
- 4. Have Fun:** Helping others is its own reward, but it shouldn't feel like a chore. Even the most mundane task can be fun if you manage it with a sense of humor and excitement for making a difference.
- 5. Consider Your Skills:** Ask yourself what you have to offer: What skills do you have and how can they translate to helping your animal welfare agency? If you're a good photographer, maybe you can take pictures of the animals up for adoption.
- 6. Learn Something New:** Yes, you've got something to offer, but what else can you get out of this experience besides the joy of giving back? Trying things that may be out of your comfort zone forces you to learn and adjust—a skill all of us can benefit from.
- 7. Combine Your Goals:** Look for volunteer opportunities that will help you achieve personal goals in addition to the goal to do good. Maybe you want to shed a few pounds? Find a shelter that needs a dog walker.
- 8. Pull In The Same Direction:** While you may have your own ideas on how things should be done, remember why you are volunteering—everyone is there with the same good intentions.
- 9. Involve Your Friends and Family:** When a family volunteers together, it's a win-win for everyone. The experience can bring everyone closer together, teach young children the value of giving, introduce skills and experiences never before encountered, and create special memories.
- 10. Be Yourself:** Bring your heart, your sense of humor, and your enthusiastic spirit to your volunteer service.

