

**Christian Reformed Church in North America
World Renew**

Position Title: Office Volunteer Associate – Canada
ongoing
Reporting To: Gift Processing Administrator
Hours: Flexible (5-10 hours a week)

SUMMARY: The volunteer will provide support to the Gift Processing Team for World Renew in Canada. The volunteer will perform tasks as assigned by the supervisor. The nature of this position is dealing with highly confidential donor information and the volunteer must be willing to provide an updated police check and sign off on a service agreement with a confidentiality clause.

GENERAL DUTIES AND RESPONSIBILITIES

Learn and absorb:

- a. Learn a basic history and terminology of World Renew (what we do, who staff are, what roles staff play, what World Renew's vision and mission are, etc.).
- b. May attend information sessions offered by World Renew staff to gain understanding of World Renew's ministry.
- c. Learn basic World Renew's donor relations best practices.
- d. Spend time participating in office culture when possible (prayer and share, staff events as appropriate).
- e. Occasionally attend the gift team meetings (virtually) as advised by the supervisor.

Office Volunteer Duties: Assist the Gift Processing team in the following tasks.

- a. Open up incoming mail.
- b. Pay attention to important details and check for important information regarding chequing information.
- c. Using office equipment, scan documentation and ensure that documents are in proper order.
- d. General filing as needed and shredding of documentation.
- e. Other office support and tasks as discussed and agreed upon.

EXPECTATIONS AND EXPERIENCE

- The volunteer will need to be physically in the office and display the utmost integrity and discretion.
- Previous experience handling confidential information would be helpful.
- Ability and willingness to undergo a background check and sign the WR Code of Conduct.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (No heavy physical demands involved in this role other than sitting and standing).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.