



**Community Health Service Centre Assistant
Volunteer Position Posting
Community Health Department
Location: Amherst, NS**

Do you want to make a difference in the daily lives of people in our community who utilize our services? By assisting us at our offices, you will play an important role in the provision of a wide variety of services to our clients.

The Canadian Red Cross Society, a non-profit, humanitarian organization dedicated to helping Canadians, as well as the most vulnerable throughout the world, is seeking a Service Centre Assistant for the Community Health department. Reporting to the Service Centre Coordinator this position will provide excellent customer service to clients who require a variety of services offered by the Canadian Red Cross.

Key Responsibilities

- Greet and respond to the needs and inquiries of walk-in clients
- Respond to general inquiries via telephone
- Assist with HELP Equipment Loans
- Encourage clients to assist the HELP Program by making a donation
- Provide information about a wide range of Red Cross programs and Services to clients
- Assist with general office activities as required

Qualifications

Education and Experience:

- Clear Police Record Check including Vulnerable Sector Check
- Standard First Aid Certificate (Training provided)
- Red Cross Orientation (Training provided)

Abilities and Skills

- Understanding and adherence to the CRC principles and values.
- Strong Customer service skills
- Strong Interpersonal skills
- Tact and the ability to maintain client confidentiality

Assets (not required, not assessed, but desired)

- Previous experience working in a fast paced office environment

This position requires a successful Canadian Police Record Check and Vulnerable Sector Check. The Canadian Red Cross Society is an equal opportunity employer.

Working Conditions

4 or more hours per week depending on availability

Submit resumes to
The Canadian Red Cross Society
Address: 16 Church Street Suite B Amherst NS
E-mail: angela.lohnes@redcross.ca

While we appreciate all responses, only candidates under consideration will be contacted.