



VOLUNTEER POSTING

Human Resources Volunteer

Reports to Volunteer Coordinator

Position Purpose: This is a great opportunity for someone who is passionate about a career in Human Resources and is perfect for someone who is looking to help their community through The Amata Transition House Society. The primary purpose of this position is to build and maintain The Amata House online fundraising platforms, to uphold and create opportunity so that it meets the needs of all our funders, donors, and service providers. You will be able to take great pride in helping your community.

Duties and Responsibilities:

- You should arrive on time, follow instructions, and improve the overall operations of the organization.
- Assist HR Coordinator with Work Health and Safety, Social and Well-being tasks.
- Assist with the collection of staff document, scanning, uploading documents, and creating spreadsheets.
- Work closely with HR Coordinator to assist in other HR administrative tasks and projects.

Skills:

- Experience in records management and general office administration skills is preferred.
- Basic research skills, Basic proficiency in MS Office software.
- Organizational skills, and time management.

Qualifications:

- Proficiency in MS office software. Basic computer skills.
- Experience or background in an HR role.
- Excellent written and oral communication skills, attention to detail, and the ability to work independently.
- Passion for and commitment to The Amata House philosophies and mission statement.

Additional Requirements:

Must have Occupational First Aid Certificate; provide TB test results; have an acceptable Criminal Record Check for working with children and vulnerable adults. This position is part of an organization where the purpose is to address and alleviate the conditions of a disadvantaged group- women and children who are marginalized by violence and various forms of inequalities. Being female is an asset however not required.

Working Conditions:

This position requires the emotional and personal maturity to work in a stressful environment and dealing with clients in distress and crisis situations often related to abuse and interrelated issues. Effectively managing emergency and crisis situations is an ongoing expectation of this position.

Not only could you bring your existing skills to your volunteer time at The Amata Transition House, might strengthen skills that you use in your professional life. Volunteering with us can also offer a sense of satisfaction that you are making a difference!

Supervisor:	Date	Executive Director - Name	Signature
	/ /		
	Date	Volunteer Coordinator - Name	Signature
	/ /		
Employee:	Date	Name	Signature
	/ /		
Date Approved:			