



VOLUNTEER POSITION

Evening/Weekend Host Volunteer

Wellspring Alberta is a charitable organization that supports, informs, and empowers those diagnosed with cancer by helping them address the fear, isolation, disruption and practical problems cancer can bring to their lives. An affiliate of the Wellspring Cancer Support Foundation, Wellspring Alberta provides a comprehensive range of programs, support, resources, and programs so anyone living with cancer and the people who care about them can improve the quality of their lives. All programs and services are informed by evidence and offered free of charge and without referral in three centres and online. Our vision is that no one has to face cancer alone.

The collective efforts of our wonderful team of volunteers contribute to the heartbeat of Wellspring Alberta. Their commitment of time and talent is a gift of immeasurable worth. Volunteers embody the kindness, compassion and community that Wellspring Alberta extends to all who seek support in dealing with cancer.

Position Description:

Evening and weekend hosts are the first point of contact for members as they arrive at Wellspring for evening or weekend programs. Along with welcoming people to the centre, they provide information and program registration.

Responsibilities:

- Provide a warm, friendly greeting to all persons who arrive at Wellspring.
- Provide information about Wellspring and the programs and services offered.
- Assist members in registering for programs if requested.
- Provide information about resources or services outside of Wellspring.
- Assist members in signing out library materials.
- Provide assistance with general administrative duties such as photocopying or making coffee.
- Provide support to the evening and weekend program facilitators.
- Open/close the centre before and after programs.

Required knowledge, skills, and abilities:

- Must be at least 18 years of age.
- May be a Wellspring member or member of the general community, such as a health care professional or student; if a Wellspring member, no longer using programs for their own acute cancer support needs.
- Must be available for front desk duties at times which coincide with Wellspring's needs.
- Must successfully complete a screening process (including interview, reference check, and police record check for the vulnerable sector) and training sessions.

Training requirements (provided):

- Completion of three training sessions (including in-home and online facilitated learning).
- Completions of three buddy shifts.
- Ongoing in-service training as offered.

What's the commitment? Evening and weekend hosts are asked to commit to a four-hour shift either bi-weekly or weekly, or commit to a flexible back-up schedule. While we understand situations change, we ask that you commit to a minimum six months for this position.

To apply:

To apply, please complete the [Wellspring Volunteer application form](#) and we will be in touch soon.

Inclusion Statement

Wellspring Alberta is committed to being an inclusive organization. We are in a process of expanding the diversity of identities and lived experiences, to be more reflective of the communities in which we work and live. To support this process, we've become an employer partner of the Canadian Centre for Diversity and Inclusion, developed an Advisory group, and we are taking action as part of our commitment to Diversity and Inclusion. We understand we're on a journey, which will take time, and that increasing equity in our organization and in cancer care is critical.

We encourage applications from groups that are typically under-represented in cancer-serving organizations including BIPOC (Black, Indigenous, and People of Colour) individuals, LGBTQ2S+ identifying individuals, persons with disabilities, and candidates from all equity seeing groups.

We welcome you to contact us for a conversation about accessibility and accommodations throughout the recruitment process.

We know that women and people of colour are less likely to apply for roles unless they meet every single requirement. If you're excited about the role, but your qualifications don't match perfectly, we encourage you to apply.

We appreciate your interest in Wellspring and warmly welcome all applications.