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Volunteer Description: Support Services Volunteer

Purpose

Our Support Services Department offers practice, social, and psychological support to people living with or affected by HIV or hep C. Our services range from one-on-one counselling to weekly social activities to monthly barber cuts. We are looking for a volunteer who can help us fill in various gaps of support from week to week, with a monthly focus on computer assistance for members and compiling an extensive resource list of relevant services around Montreal.

Duties

- Assistant members with computer skills development the last Wednesday of every month
- Compile a resource list of services across Montreal, covering a wide variety of needs
- Data entry
- Attend to other tasks and requests that may arise week to week

Personal qualifications and skills

- Excellent communication skills in English and French (comfortable making phone calls in French and English)
- Organized, reliable, and detail oriented
- Able to take direction and work autonomously
- Strong computer skills and ability to share knowledge in an accessible way
- Patient and welcoming, with strong listening skills
- Committed to principles of harm reduction and anti-oppression
- Experience/knowledge in HIV/AIDS, sexuality, sexual health an asset

Time Commitment

In addition to volunteer orientation, expect to give approximately four hours per week. All volunteers are asked to make a six month commitment.