|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer position title: | PLUS Program Reception Volunteer | Posting date: | January 2022 |
| Supervisor: | Shain Gillick Coordinator, Northern Regionshain@checkhimout.ca | Position closing date: | Position has no closing date |
| Location: | TBD | Position duration: | Ongoing |
| Position Type: | Reception | Service area: | Prince George |

|  |
| --- |
| **Statement of volunteer value:** |
| At Health Initiative for Men (HIM), volunteers play an essential role in bringing our mission and vision to life. We value volunteers for their roles as ambassadors, mentors, board directors, leaders, supporters, educators, and advocates. We are a peer-based organization made up of the communities of gay, bi, and queer men (GBQ), and gender diverse people. At HIM, we value the unique gifts as well as the personal needs and diversity of our volunteers and embrace the benefits of volunteering for purposeful personal growth and social connection. |

|  |
| --- |
| **Purpose of the position:** |
| The volunteer receptionist works in HIM’s PLUS setting, an STI/STBBI health center opening in Prince George in 2022. The volunteer's role is to receive clinic clients and respond to inquiries on the phone, via the internet, and face to face. The volunteer receptionist is responsible for providing information regarding PLUS to the general public and clients; providing administrative support to the nurses, peer support volunteers, and professional counselors who may operate out of the PLUS space. The volunteer receptionist works as part of a team as one component of HIM’s integrated services for self-identified gay, bi, and trans men, Two-Spirit, and gender diverse communities under the direct supervision of the Program Coordinator, Northern. This opportunity will provide volunteers with training, hands-on experience in community health promotion, and on-going appreciation activities and events.  |

|  |
| --- |
| **Responsibilities and duties** |
| * Greet visitors to the clinic
* Answers the phone and responds to email and web inquiries or takes messages as necessary
* Provides relevant information or refers inquiries to other members of the team as appropriate (e.g.: nurses, HIM staff)
* Schedules client appointments
* Maintains filing system
 | * Assists in maintenance of resource inventory, including condoms/lube and print resources
* Maintains a clean and inviting reception and waiting area
* Participates in training, regular supervision, and team meetings as required
* Other duties as required
* Adhere to HIM’s confidentiality policies and other relevant program policies and procedures
 |

|  |
| --- |
| **Preferred qualifications** |
| Required qualifications | Preferred qualifications |
| * Ability to communicate effectively with communities of diverse backgrounds
* Commitment to working with GBQ men and gender diverse people
* Ability to work as part of a team
* Ability and willingness to accept and utilize feedback from supervisor
* Adherence to HIM’s confidentiality policies and other relevant program and agency policies and procedures
 | * Prior reception and administration experience an asset
* Knowledge and experience in providing sexual health education and information
* Basic computer proficiency
* Prior experience with record keeping an asset
* Basic computer proficiency
 |

|  |
| --- |
| **Commitment expected** |
| * 4.5-hour shift (4:30pm – 8:30pm) once per month
* 6 months minimum commitment preferred
 |

|  |
| --- |
| **Training** |
| Training provided by HIM | Other training you might bring |
| * Orientation to position and role
* HIM institute (HIM’s facilitated training)
* Additional training if required/ requested.
 | * First aid certification
* Specific filing/administrative training
 |

|  |
| --- |
| **Other details**  |
| * Honorarium may be offered per shift
* Travel costs may be covered

Interested in applying? Please contact Shain at shain@checkhimout.ca with your completed Volunteer Application Form (attached below). |

**Volunteer Application Form**

**Information Gathering:**

Your information will be stored in a confidential database when you find a volunteer position that suits your interest.

**Name**:

**Address**:

**Preferred phone**:

**Birthdate**:

**Email**:

**Emergency contact person:**

**Emergency person phone:**

**I am currently applying for**:

**Position(s) currently held at HIM, if any:**

**References:**

**Full Name**:

**Contact Number:**

**Reasons for getting involved:** ☐ community engagement ☐ internship ☐ practicum

 ☐ skills development ☐ work experience ☐ Other:

**If you volunteered with HIM in the past, have you completed any portion of the HIM institute (volunteer training program)?**

☐ Yes ☐ No ☐ N/A



***Optional information:*** This information is helpful to help HIM design our volunteer services in reflection of the populations we serve. All of this information is kept private and secure.

**Languages spoken/written:**

**Cultural/ethnic background:**

**Gender:**

**Sexual identity/orientation**:



**Tell us a little bit about your (fab) self:**

**What conditions bring out the best in you?** (Check off all that apply)

|  |  |
| --- | --- |
| ☐ Working directly with people  | ☐ Helping a partner/co-worker lead a group  |
| ☐ Leading and facilitating a group | ☐ Working with couples  |
| ☐ Doing administrative/clerical work | ☐ Working 1-1 with people |
| ☐ Mingling and being social  | ☐ Being part of a team or focus group |
| ☐ Working on my own project | ☐ Back end policy and procedure work |
| ☐ Being creative | ☐ If I’m being physical I’m happy!  |
| ☐ Strutting my stuff in front of a camera | ☐ Helping to promote a project or event  |
| ☐ Sharing my professional skills  | ☐ Selling or marketing a product or message  |

**HIM believes that physical, sexual, social and mental health are important. When you think about volunteering, which of HIM’s main service areas are of most interest to you?**

   

 Physical health ☐ Sexual Health ☐ Social Health ☐ Mental Health ☐



**Volunteer experience:**

What volunteer experience do you have?

What did you enjoy most?

What did you enjoy the least?

Why do you want to volunteer with HIM?

**Availability:** This role requires a commitment of one, four-and-a-half-hour, weekday shift per month for six months. Please indicate the days that would best suit your personal schedule.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | M | T | W | Th | F |
| Evening | ☐ | ☐ | ☐ | ☐ | ☐ |