



## **Helping Hands Hero**

**Job Title:** Helping Hands Hero

**Purpose:** Helping Hands Hero serves as an administrative support role for the Foundation.

**Location:** Health Care Foundation office, 71 Goldstone Street, Suite 103

### **Key Responsibilities:**

- ✓ Answers the phone and direct calls
- ✓ Greet guests
- ✓ Assist with electronic filing and naming
- ✓ Aid in preparation of weekly receipt mail-out
- ✓ Hospital and health centres' document control
- ✓ Lend a helping hand as duties require

This role reports to Health Care Foundation's Volunteer Coordinator.

The Helping Hands Hero position is available Monday to Friday during regular business hours, 8:30 a.m. to 4:30 p.m. Times are flexible to work with your schedule. High school students looking for career development hours are also welcome. We will accommodate your school schedule and activities to assist you in obtaining your volunteer hours for graduation.

**Qualifications:** Basic computer skills. Pleasant manner. Valid driver's license and transportation asset. Training will be provided.

**Age Requirement:** 16+

**Dress Code:** business casual

**To Become a Helping Hands Hero, please:**

**Email:** [volunteer@healthcarefoundation.ca](mailto:volunteer@healthcarefoundation.ca) or

**Call:** 777.5926