

MFRC Volunteer Job Description

Program Area

Information and Referral and/or Prevention, Support and Intervention

Position Title

Community Research Assistant

Purpose of the Position

To organize and categorize community resource information for ease of access for the Volunteers and MFRC staff members.

Responsibilities and Activities

The Community Research Assistant (CRA) will assist and support the *PSI Coordinator/Information and Referral Coordinator* in establishing and maintaining current community information resource files of common topics and information requests that are made.

- The first phase will be a purging and clearing of existing files to mainstream and identify subject and topic files that are most current and pertinent.
- Phase two will deal with areas that overlap or are an ongoing consistent request from the community relating to counseling, Emergency Services, Deployment Services and Information & Referral.
- Phase four will require and update of all ongoing community resources that we interact with, refer to and network with in order to research and refresh the information about current program offerings in the community. These files will need to be updated a minimum of quarterly for programming.
- Phase five is the ordering and duplication of popular handouts related to popular themes such as: communication, sexual abuse and listening skills need to be coordinated and compiled for ongoing individual requests, information sharing and educational opportunities i.e. units, bosses, family and friends.

Qualifications

- Good interpersonal skills
- Proficient computer skills
- Excellent clerical organizational abilities
- Work independently with minimal supervision after collaborative goals have been set

Supervisor

Marianne Ostopovich, *PSI Coordinator*

Anita Edwards, *Information and Referral Coordinator*

Evaluation

Semi-annually by supervisor

Time Commitment

- Time 2-3 hours per week

Location

MFRC located at Signal Hill or Colwood Pacific Activity Centre or at Lampson School

Benefits of Volunteer Position

- Gain a comprehensive and current knowledge of community resources in the Greater Victoria area
- Networking and connecting with other community professionals that provide social service resources
- Satisfaction in completing a time sensitive resource task
- Have a greater understanding of the MFRC's mission and services

Who to contact

Coordinator of Volunteers at 250-363-0120