

# **VANCOUVER WOMEN'S HEALTH COLLECTIVE**

## **JOB DESCRIPTION VWHC VOLUNTEER**

### **Volunteer Obligations**

- support the mission statement, values and goals of the VWHC
- work approximately twelve hours per month
- attend a minimum of two Information Centre shifts as part of the initial orientation/training
- attend a collective process training session within the first year
- regularly attend collective meetings organized by the steering committee
- participate in educational and training sessions
- commit to volunteer for no less than six months
- commit six hours per year to fundraising activities/events
- attend the annual general meeting each year

### **Volunteer Activities**

- Info Centre (IC) shifts:
  - assist and respond to women, on request, in person or by phone to locate relevant health information and community resources
  - carry out research for women who are looking for health information but do not live in the Lower Mainland, and are unable to visit the IC
  - collect, organize and maintain health information (see Manual on IC desk)
  - assist the IC Coordinator with other tasks as required
- Writing for VWHC newsletter (i.e. book review, health article)
- Steering Committee member (as outlined in Policy Manual, pg.6-8)
- Tables and presentations at local community events
- Other related activities as needed or desired

## Community Events

- place the display board on the information table
- display our newsletters, practitioner and therapist evaluation forms, and other promotional material
- use the DEMO Menopause Kit for display and bring purple order forms – see price list
- bring a few menstrual pads for women to take; informing them that we sell them at the Info Centre – see price list
- hang the BANNER as a skirt for the table using pipe cleaners and tape to secure it; do not punch holes in the banner
- if women inquire about volunteering, inform them that we recruit in the spring and fall
- if possible, leave some promotional material at the event when you leave but take the banner with you and return it along with the other material to the Info Centre on your next shift
- bring any other health related information as needed; for example, at certain events some of our library books can be on display