Volunteer Job Description
Volunteer Job Title: Administrative Support Volunteer

Fife House is an innovative, client-focused provider of secure and supportive affordable housing and services for people living with HIV/AIDS in the greater Toronto Area. Fife House currently had approximately 110 staff working across 6 locations.

Fife House understands that historically marginalized groups in our communities often encounter barriers to full access and participation. We, therefore, commit to actively dismantling all forms of racism and systemic oppression with GIPA/MIPA at the forefront. As a settler agency, Fife House stands in solidarity with Indigenous and Black Peoples across Turtle Island and recognizes the role we have in the work of reconciliation and healing.

Volunteer Title: Administrative Support Volunteer
Department: Head Office
Location: 490 Sherbourne Street
Volunteer Days and Hours:

- Twice a week, biweekly, or once month on a weekday, 4 hours per shift
- Shits also negotiable based on volunteer's availability

Commitment required: At least 6 months
Reports to: Community Engagement & Volunteer Programs Manager

Description of Volunteer Position:
The Administrative Support Volunteer plays an important role at Fife House by assisting with a variety of administrative tasks to support daily operations. The volunteer will help with activities such as data entry, organizing files and materials, preparing correspondence, and other clerical duties as needed. This role provides essential support to ensure the smooth functioning of Fife House's programs and services.

Duties and Responsibilities

- Perform general clerical tasks such as photocopying, scanning, and filing
- Assist with data entry, database management, and record keeping.
- Support administrative projects and special tasks as assigned
- Assist with organizing events, workshops, or meetings as needed
- Handle incoming and outgoing mail, packages, and deliveries

Skills and Qualifications required:

- Comfort with computers and using Microsoft Word, Excel, and Teams
- Good Administrative skills – Eye for detail, sorting and filing, organizing information
- Good communications skills
- Ability to multi-task
- Friendly, calm, and patient
- Ability to move light to moderately heavy packages
- Volunteer must overall have the willingness to learn

How to Apply:

Interested candidates should apply by completing the Online Volunteer Application Form, which can be found at https://www.fifehouse.org/volunteer-application-form.

For any questions, please email us at volunteer@fifehouse.org

Fife House is an equal opportunity organization that welcomes and serves members of all communities and backgrounds. We warmly serve and support members of all 2SLGBTQ+ communities, as well as First Nations and Métis peoples. We also warmly welcome volunteers from these communities to join us in our work. We are dedicated to creating a diverse, inclusive, and respectful environment where everyone feels valued and supported.

In line with these values, Fife House is committed to upholding the principles of equity, diversity, and inclusion in both our living and work environments. We seek volunteers who will work respectfully and constructively with differences and across levels of power, helping us build a welcoming space for all.