



Volunteer Posting Administration 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 has 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.

Fife House is currently looking for volunteers who have an interest in providing administration support at any of our location. The volunteer is expected to travel between our head office location and any of our other location by walking or transit. Transportation tickets can be provided if needed.

Reports to:

The Administration volunteer will report directly to the Volunteer Lead.

Responsibilities:

1. Filing any paperwork
2. Moving boxes to storage
3. Transporting supplies from head office to another Fife House Program

Qualifications:

1. A clear understanding of Boundaries and the importance of Client confidentiality
2. Knowledge of public transportation system in the city of Toronto
3. Some personal, volunteer or professional experience related to HIV/AIDS preferred
4. Volunteers must have a Police Record Check completed before starting as a Volunteer

Commitment:

Once a week during business hours (9-5pm) Monday to Friday

Fife House is committed to upholding the values of equity, diversity and inclusion in our living and work environment. In pursuit of our values, we seek volunteers who will work respectfully and constructively with differences and across levels of power.

If interested in this volunteer opportunity, please contact Fife House's Volunteer Lead at ghart@fifehouse.org