



Women's Resource Society of the Fraser Valley

Administration:

Tel: 604-820-8455

Fax: 604-820-8495

Our Programs:

Abbotsford Transition House

Fax: 604-852-6542

Tel: 604-852-6008

Mission Transition House

Tel: 604-826-7800

Fax: 604-826-0520

Abbotsford Support Services

Women's Counselling

Women's Outreach

Multi-Cultural Outreach

Children and Youth Support

Tel: 604-855-3363

Fax: 604-855-9583

Mission Support Services

Women's Counselling

Women's Outreach

Multi-Cultural Outreach

Caregiver/Grandparent Support

Children and Youth Support

Tel: 604-820-8455

Fax: 604-820-8495

Babies Best Chance

Pregnancy Outreach Program

Tel: 604-820-8455

Fax: 604-820-8495

Community Education

Community Development

Tel: 604-855-3363

Cell: 604-768-9107

Fax: 604-855-9583

Resource Development

Tel: 604-820-8455

Fax: 604-820-8495

Second Stage Housing Projects

*Santa Rosa Place, Taulbut House
and Penny's Place*

Tel: 604-820-8455

Fronya Thrift Boutique Store

Tel: 604-820-5071

The Warm Zone

Tel: 604-850-6533

Administration Services

Volunteer Reception and Office Clerk

Our administrative department welcomes assistance from volunteers. Main duties include: receiving calls and forwarding to appropriate staff, taking messages, and greeting visitors. Our volunteers also provide assistance with various events held throughout the year.

Qualifications:

1. Must speak English fluently.
2. Excellent telephone and reception abilities and a willingness to constantly improve
3. Good key boarding, e-mail and electronic spreadsheet skills; experience with MS Office preferred
4. Willingness to learn new things
5. Good knowledge of the work of the Women's Resource Society of the Fraser Valley
6. Basic understanding of violence against women issues and a willingness to deepen that understanding
7. Good arithmetic skills
8. Good communication skills
9. Willingness to work independently and as a member of a team
10. Ability and willingness to work carefully, quickly and accurately

Benefits to Volunteer: As a volunteer working within our Administrative Team, you will improve and gain experience using the following key skills:

- Teamwork
- Computer skills.
- Working with the general public.
- General office duties.

For more information contact:

Janet Jurgens, Administrative Coordinator

WRSFV

P.O. Box 3044

Mission, BC V2V 4J3

E-mail: admin@wrsfv.ca

Fax: (604) 820-8495

Phone: (604) 820-8455