

PCS Office Volunteer

Days Needed

One full day a week. (Monday, Wednesday or Friday) 8:30 AM - 3:15 PM
September 2021 to June 2022

Description and Responsibilities:

We are currently seeking Office Volunteers to help out in the office. The Office Volunteer will be responsible for supporting the Office Administration team. The job will include, but not be limited to:

- Support the Office Administration team with daily duties (answering of phones, greeting of guests, and interaction with current families or students)
- Help with any events through the year including, but not exclusive to 2021/22 PCS Family Christmas, Grandparents/Special Friends Day, Community Day, and Graduations.
- Aiding with enrollment process (tracking, documentation, and communication with interested families)
- Design templates for various procedures and checklists for new school year
- Help with taking pictures for the website, social media and yearbook
- Carry out yard duty tasks at scheduled times
- Administer simple first aid (cuts, bandaids, ice etc.)

Qualifications:

Preference to applicants with the following qualifications:

- Has non-profit volunteer or employment experience
- Proficient with office software (Word, Excel, Desktop Publishing)
- Well organized and able to multitask with the ability to problem solve
- Good communication and interpersonal skills, especially when it comes to written work, and interacting with students and parents

Supervision

The position will be supervised by the Principal and the Office Administrator on a daily basis while on-site. The Principal and Office Administrator will outline responsibilities for daily tasks and provide direction when it comes to stand alone projects.

If interested please send in an email noting the day you are available to work and your resume to Mr. Park at dpark@pickeringcs.on.ca