

Volunteer Position Title: Children's Program Volunteer

Number of Positions Available: 1

Department: Residential Program

Reports To: Residential Program Co-Managers

About Interval House:

Interval House is governed by its Board of Directors in accordance with its mission, mandate and values, as well as the strategic and operational policies, practices, and procedures to meet the needs of its stakeholder communities.

External stakeholders consist of:

- The three levels of government and related agencies,
- Volunteers, donors, and funders,
- Private sector corporations, not-for-profit organizations and,
- The Intimate Partner Violence (IPV) community.

Interval House provides a continuum of services that enable women survivors of IPV and their children to access safe shelter and responsive services that will help them to create lives free from violence. The continuum of services delivers integrated and specialized programs related to counselling, advocacy, stakeholder community connections, legal and housing support, as well as programs to help IPV survivors build and strengthen their economic self-sufficiency.

Department's Objectives:

The Residential Program provides relevant and effective services that are consistent with Interval House mission, mandate, values and strategic objectives. The department is guided by relevant federal and provincial legislation, the policies and procedures manual and best practices for addressing issues of IPV by:

- Delivering results that meet the evolving needs of clients who experience IPV and are in crisis,
- Providing safe, healthy, violence-free, and accessible shelter for clients,
- Supporting the organization's communication strategies, partnerships, outreach, and collaborative initiatives across the IPV sector,
- Providing leadership / community education regarding all issues of IPV,
- Delivering virtual counseling to clients experiencing intimate partner violence, in order to increase accessibility of services across broader geographical areas and diverse populations.

Volunteer Position Summary:

To assist the Children's program employees with programming for their clients in the shelter.

Policies and Procedures Manual
HUMAN RESOURCES DEPARTMENT

TOOL – Volunteer Position Description Template

Revised by: Human Resources Team

Date Revised: April 23, 2025

Volunteer Responsibilities:

- Assist the Children’s Program employees with coordinating individual and group activities, such as arts and crafts, psychoeducational activities, and play-based activities.
- Adhere to Interval House’s policies and procedures regarding overseeing the safety and security of the program’s clients.
- Help with setting up and cleaning after programs.
- Communicate relevant observations and updates to the Child and Youth Coordinator and Child and Youth Group Facilitator.
- Organize and maintain the in-house library, playroom, children’s room, toy room, and donations.

Qualifications:

- Ability to maintain strict confidentiality and privacy.
- Ability to work collaboratively in a team environment.
- Strong verbal and written communication skills.
- Ability to manage priorities.
- Results-oriented.
- Computer knowledge and proficiency in Microsoft Suite (Word, Excel, Outlook, PowerPoint)
- Understanding of the issue of abused women and children; differences of race, class, culture, sexual orientation, age and ability

Availability

This position is suitable for individuals who are able to commit to the reporting schedule below:

- Thursdays from 4:30 p.m. to 7:30 p.m.
- Saturdays from 10:00 a.m. to 5:00 p.m.

Benefits

- Make an impact in the lives of the women and children served by Interval House.
- Become a valued member of a diverse and committed team.
- Gain valuable learning and professional development opportunities in a supportive environment.
- Develop skills in program facilitation and child & youth support.

Other Information/Interval House’s Requirement:

- Police reference checks will be conducted prior to commencing volunteer position.

To Apply:

- Email: PDelCid@intervalhouse.ca / SVaziri@intervalhouse.ca
- Subject line: CHILDREN’S PROGRAM VOLUNTEER