



PHONE VOLUNTEER
Job Description

1. **Duties & Responsibilities:** Phone individuals to help promote programs and special events offered by HSSI. Provide phone reminders to have individuals register for programs and special events. Provide information about upcoming/future programs.
2. **Time Commitment Required:** Commit to a 1-year period. Phone individuals within 1-2 days of receiving information. Be available to phone 1-2 times a month.
3. **Qualifications & Requirements:** Ability to use the telephone. Ability to provide information in a pleasant and concise manner.
 - a) **Special Considerations:**
4. **Orientation & Training:** To Be Determined.
5. **Lines of Communication:** HSSI Resource Coordinator.
6. **Benefits:** Facilitates keeping older adults connected with the community. Offers social connection for older adults. Able to communicate additional concerns that may come up during a phone conversation to Resource Coordinator.

Contact Information:

HSSI Resource Coordinator
Headingley Community Centre
5353 Portage Avenue
Phone: 204-889-3132 ext 3.
Email: hdlyseniorservices@mts.net