Job Title: Day services/Hygiene

Location: Rock Bay Landing (535 Ellice Street)
Reports to: Michelle Latour

Time Commitment: 2 hour shifts. 2-4 shifts per month
Hours of Operation: Monday-Sunday 8 AM – 5:30 PM

Job Description: We’re looking for people who would like to help us out in our day services area. This would include: Handing out of hygiene supplies & towels, making coffee, signing folks in and out of showers, and assisting clients in the clothing donation room. These services are completely volunteer-run. We need great volunteers who are willing and happy to donate their time to a much-loved program at RBL.

Typical Duties and Responsibilities:
- Logging client use of showers.
- Handing out towels and hygiene supplies to clients.
- Keeping area neat and tidy.
- Assisting clients in the clothing donation room.
- Keeping the clothing donation room tidy, when possible.
- Making coffee.
- Folding clean towels.

Skills/Abilities Required:
1. An interest in addictions, harm reduction and/or public health is an asset.
2. Ability to communicate effectively and cooperatively in a team environment.
3. Positive and encouraging individual, who is mature, flexible and reliable.
4. Experience with and/or personal understanding of the struggles and barriers faced by people with mental health and addictions challenges is an asset (although this volunteer role can be triggering for individuals who have a personal history with addictions).
5. Experience working in clothing retail, laundromat environment is an asset, but not required.
**Volunteer Requirements:**
1. Interview with the Cool Aid Volunteer Administrator or Program Manager.
2. Completed Cool Aid Volunteer Application.
3. Completed Consent to a Criminal Record Check for Volunteers. Paid for and completed by Cool Aid.
4. Criminal Record Clearance to work with vulnerable adults.
5. Completed Cool Aid Orientation.
6. Completed 3 Training shifts.

**Date Established:** February 2020