

## **VOLUNTEER POSITION DESCRIPTION**

**Position:** Community Relations Assistant  
**Time Commitment:** Varied; some evening & week-ends  
**Reports to:** Community Relations Manager



## **RESPONSIBILITIES and ORIENTATION**

Shalom Counselling Centre is strategically engaging in making stronger connections with our Friends. The purpose of this strategy is to show more appreciation to those who are already connected to Shalom, as well as ask them to assist us in bringing new Friends into the Shalom Family. These could be volunteers, prayer partners, or donors. This year we would like to have some volunteers who are comfortable phoning people just to let them know how much we appreciate their connection to Shalom. Leading up to special events, we would like to phone them to extend a personal invitation, and to encourage them to bring a guest with them.

We are looking for several people to fill this role and your time commitment could be as little or as much as you can offer. You would be able to access our office Tuesday and Wednesday evenings, as well as some Saturdays, or you are welcome to work from home.

An orientation to Shalom Counselling Centre will be provided, as well as a short script for you to follow. This is not a telemarketing task; no asks will be given. Just a quick, personal touching base with each person you are assigned to.

For more information about this volunteer opportunity, please contact:

Bonnie Joyes  
Community Relations Manager  
Shalom Counselling Centre  
403.342.0339  
bonnie@shalomcounselling.com

Visit our Get Involved page on our website to apply: [www.shalomcounselling.com](http://www.shalomcounselling.com) or call Bonnie to set up an appointment.

*Helping Our Neighbours Find Peace*