

# DROP IN CARE SPACE

## **VOLUNTEER POSITION DESCRIPTION**

### **Position purpose:**

Peer Volunteers supervise drop in hours and serve as role models to community members by greeting, interacting and guiding members through our resources and activities. Peer Volunteers assist in the day-to-day functioning of the drop-in space and maintain confidentiality and safety during their shift.

### **Duties and responsibilities:**

- greet members as they arrive and introduce yourself to new members
- interact with and support members
- if requested, provide a tour or introduction of the space to individuals
- be familiar with our website and our organisation to answer questions
- carry out shift-specific housekeeping duties, including opening or closing
- interact with and encourage individuals to use items/activities within the space
- ensure everyone follows the Care Space guidelines
- carry out housekeeping and tidying up duties
- setting up and packing up art and craft activities
- maintain the Care Space as a safe and cosy space

### **Requirements:**

- be 18+
- identify as LGBTQIA+, autistic, neurodivergent, disabled or someone with lived experience of mental illness or a person of colour or First Nations person
- ability to create or maintain boundaries
- ability to communicate with a range of individuals

### **Time Commitment:**

3.5 - 6 hours per week, depending on your shift, for a minimum of one year

### **Physical Requirements**

While performing the duties of this position, the volunteer is regularly required to sit, use hands, reach with hands and arms, communicate, see, and hear. The volunteer is also required to regularly push, pull and lift objects like boxes of craft items unassisted.