



Cowichan Neighbourhood House Association

Box 457, 9796 Willow St.







Chemainus, BC, V0R 1K0

Phone/ Fax: (250) 246-3203

cnhaoffice@shaw.ca, [www.cnha.ca](http://www.cnha.ca)

## Volunteer Opportunities

To apply for a volunteer position please call (250)-246-3203, email us at [cnhaoffice@shaw.ca](mailto:cnhaoffice@shaw.ca) or visit us at 9796 Willow Street, Chemainus.

ACTIVITY	POSITION	Responsibilities (training will be provided)
<b>Board</b> (flexible hours, weekend meetings)	<b>Board Member</b> 	<b>Oversee and assist with our organization's future development</b>
<b>Fundraising</b>	<b>Fundraising Committee Member</b> 	<b>Explore funding opportunities and assist community contacts.</b>
<b>Office Administration</b> (flexible hours, varied times)	<b>Receptionist/ Office Assistant</b> 	<b>Publish newsletter, mail outs, update brochures and announcements, perform any related tasks, and answer phones &amp; emails, etc.</b>
<b>Resource Centre</b> Monday – Friday 1-3pm	<b>Resource Assistant</b> 	<b>Assist clients with resumes, free-soup &amp; bun lunch, help set up &amp; cleanup programs. Handout various community information &amp; offer support, etc.</b>
<b>Youth Drop In</b> Monday – Friday 3-5pm, Friday & Saturday 7-10pm	<b>Assistant Program Leader</b> 	<b>Assist the program leaders with recreational activities, sports, crafts and games for students aged 12-18</b>
<b>Tutoring/ Homework</b> Tuesday & Wednesday 3-4pm	<b>Homework Assistant</b> 	<b>Assist the tutors in helping youth &amp; adults develop positive attitudes toward doing homework.</b>











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ACTIVITY	POSITION	RESPONSIBILITIES (training provided)
<b>Free Store</b> Friday 11:30am – 3pm	<b>Program Assistant</b> 	<b>Assist the program leader with setup and cleanup of program. Assist with monitoring the program and ensuring it is running smoothly</b>
<b>Youth Cooking &amp; Baking</b> (Alternating Thursday's 6-8:30pm)	<b>Program Assistant</b> 	<b>Assist the program leader with the supervision of youth age 12-18 in a kitchen environment</b>
<b>Let it Shine</b> Tuesday 10am-12pm	<b>Childcare Assistant</b> 	<b>Assist with the supervision of children 5 years old or under during the Soup Program</b>
<b>ESL Classes</b> (flexible days)	<b>Teacher &amp; Assistant</b> 	<b>Instruct an ELS class of beginner and/or intermediate level</b>
<b>Truck &amp; Driver</b> (occasional)	<b>Delivery Person</b> 	<b>Assist with moving furniture &amp; other items between households. Assist in picking up of the Good Food Box Monthly.</b>
<b>Special Events:</b> Community Dinners, picnics, events, etc. (occasionally must commit 2-6 hours/event)	<b>Special Event Assistant</b> 	<b>Assist in set-up and clean-up of the event. Assist with children's activities, serving, and entertainment. Assist with take down and clean up of the event.</b>

