

# VOLUNTEER POSTING

Volunteer position title:	Virtual Harm Reduction Support Volunteer	Posting date:	May 25, 2020
Staff Resource Person, contact information:	Matthew Harding, Community Programs Manager <a href="mailto:matt@maxottawa.ca">matt@maxottawa.ca</a>	Posting closing date:	This position has a closing date June 19, 2020
Location:	Virtual and 251 Bank, Ottawa, On	Position duration:	3 Months
Position type:	On-going	Service area:	MAX's Community

## STATEMENT OF VOLUNTEER VALUE

As a volunteer, you will play a crucial part in the daily life of MAX. We value volunteers for their roles as facilitators, mentors, board directors, leaders, supporters, educators, advocates. As Gay, Bi, Two-spirit, Queer (GBT2Q) and other guys into guys, either cis or trans community members, and allies, the diversity of experiences and knowledge you bring to our team is extremely important. Your skills and talent help us create larger circles of social connection and reduce health barriers for GBT2Q men.

## PURPOSE OF THE POSITION

Working with the Community Programs Manager the Virtual Harm Reduction Support Volunteer will help in fulfilling online orders for harm reduction supplies. The volunteer will be responsible for packing orders received through our online order form, and labeling packages to be mailed out.

## RESPONSIBILITIES AND DUTIES

- Follow up with online order
- Prepare packing orders
- Support team in awareness campaign distribution
- Label items and mail out
- Support the team in ordering new supplies
- Keep tracking of orders and packages

## QUALIFICATIONS

Required qualifications	Preferred qualifications
<ul style="list-style-type: none"><li>• Ability to communicate effectively with GBT2Q guys from an array of socio-economic and cultural backgrounds</li><li>• Well-grounded understanding the importance of confidentiality</li><li>• A good understanding of harm reduction</li><li>• A good sense of organization</li><li>• A genuine passion for working with the GBT2Q communities</li></ul>	<ul style="list-style-type: none"><li>• Good computer and digital skills (Google products)</li><li>• A good understanding of shipping and Canada post</li><li>• Ability to work as part of a team</li><li>• Ability and willingness to accept and utilize feedback from supervision</li><li>• A good understanding of MAX's programs and services</li></ul>

## COMMITMENT EXPECTED

This volunteer position requires a minimum of 6 hours a month. Could be less or more hours to complete all assigned tasks as indicated above. Position duration is 3 months with possibility of renewal. Volunteers must also adhere to MAX's code of conduct, confidentiality policies and other relevant program and agency policies and procedures.

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For more information on the position or to submit an application please email your interest at: [matt@maxottawa.ca](mailto:matt@maxottawa.ca) *subject: "Virtual Harm Reduction Support Volunteer"*