

Building Bonds in the Community Resource and Admin Volunteer

The Agency

The Calgary John Howard Society (CJHS) is a charity that reduces crime and makes Calgary communities safer by helping youth and adults make positive changes and move away from criminal behaviour. We do this by addressing the root causes of crime through housing, education, employment programs and support so that individuals have alternatives to breaking the law. CJHS is committed to restorative justice and an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

The Program

Building Bonds in the Community works with adult men, while incarcerated and in the community. The program provides professional and non-judgemental relationships, pro-social involvement, social skills development and cultivating meaning and purpose in the lives of the participants. The program seeks to create meaningful connections and bonds between volunteers and participants.

The Position

The Building Bonds in the Community Resource and Admin volunteer will assist the program coordinator in maintaining and cultivating all program administration and program resources. The volunteer will manage a client and volunteer database that they will keep up to date. They will process new clients and volunteers.

The community Resource and Admin volunteer will also be responsible for cultivating a resource database that is easily accessible and direct clients and volunteers to appropriate resources when necessary. They will assist the program coordinator in cultivating meaningful bonds with these resources.

Lastly the community Resource and Admin volunteer will help organizing volunteer meetings and trainings, taking care of logistical and content tasks.

The volunteer will be supported by the coordinator and time will be committed to the volunteer's personal development including supervision, support, appraisal and training plans.

Building Bonds in the community has weekly social gatherings where the volunteer will be welcome to and can offer support to the community members in cultivating healthy relationships. Volunteers are welcome to be involved in the development of the program and social activities.

Qualifications/Expectations

The candidate is expected to:

- Have good computer literacy skills.
- Have an interest in getting to know the social field in Calgary/Alberta.
- Have an interest in organisation and planning.
- Pass a criminal record check.
- Respect client confidentiality.
- Have a non-judgemental attitude in working with offenders and ex-offenders.
- Have a strong belief in the community role in restorative justice.

Time Commitment

The program administration will need to be updated at least once a month and time commitment can go up when there are more clients or volunteers coming in or when there are more activities happening. Generally, you should look at a 1 to 2 hours a week time commitment. If you want to join the weekly gatherings that would be a 1 or 2 hour a week time commitment as well.

A minimal commitment of 1 year is required.

Training

Orientation and initial training will be provided in addition to ongoing training. All volunteers are provided an opportunity to join in an agency tour to learn about the various programs and services the agency offers. They will also be invited to participate in agency events and relevant meetings where additional training opportunities may be provided.

Applications will be accepted until we find a suitable candidate.

Please submit your cover letter and resume to:

Lauren Collier, Building Bonds in the Community Coordinator at
lauren.collier@cjhs.ca

Please cite: 'Resource and Admin Volunteer' in the subject line

The Calgary John Howard Society thanks all applicants; however, only those considered for an interview will be contacted.