

## **Keegan HELP Fund Volunteer**

### **The Agency**

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community. The Calgary John Howard Society is committed to 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.

As a condition of placement at CJHS, we require the successful candidate to be fully vaccinated against COVID-19. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional, and case by case basis; CJHS will adhere with its obligations under the Alberta Human Rights Act.

### **The Program**

The Keegan HELP (Hope Education Learning Progressing) Fund (“HELP fund”) provides financial assistance for marginalized youth ages 12-24 so they can advance their opportunities for education and learning. Youth can apply for a bursary of up to \$500 per calendar year for a variety of positive activities that are connected to Calgary-based agencies and organizations (e.g. school, sports, probation, charity, counselling, etc.). Successful applicants can use the funding for things such as: courses and classes – academic or cultural; sports and recreational opportunities; tutoring; employment readiness; camps; identification such as Drivers’ License, Passport, etc. Applications are submitted to an e-mail address that resides at CJHS and an approval process is followed.

[Keegan HELP Fund – Calgary John Howard Society \(cjhs.ca\)](http://cjhs.ca)

### **The Position**

The volunteer will monitor the HELP Fund, check for accuracy in the applications, notify applicants of progress, accurately prepare reports on activities, effectively communicate with all applicants and liaise with the CJHS Finance Department and the Keegan HELP Fund Working Group (“Working Group”). This volunteer position can be managed from the volunteer’s home base provided there is an adequate computer system available. A laptop will be provided.

### **Responsibilities**

- Monitor the HELP Fund e-mail weekly.
- If necessary, ask for additional information to clarify and/or enhance the submitted applications.

- E-mail appropriate applications to the Working Group for consideration
- Once the Working Group has made their decisions, notify applicants of the outcome of their application in a timely fashion.
- Get necessary information from the successful applicants to be able to request payment for their funded opportunity.
- Prepare on-line Cheque Requests for submission to the CJHS Finance Department for payment of the funded opportunity.
- Follow-up with some of the successful applicants within 60 days of completion of their activity to receive feedback.
- Coordinate with the Working Group for social media and/or storytelling opportunities

#### Qualifications/Expectations

- Comfortable talking to applicants about their request.
- Good knowledge and comfort level working with Microsoft 365, in particular, SharePoint.

#### Time Commitment

- Approximately two hours per week.
- A one year plus commitment to the program.

#### Training

Orientation and initial training is provided in addition to access to ongoing staff/volunteer training sessions and events with the purpose of providing volunteers the opportunity to gain knowledge on some of the issues impacting the people served by CJHS.

Please submit your cover letter and resume to:

Brianna Macleod, Volunteer Program Coordinator  
[brianna.macleod@cjhs.ca](mailto:brianna.macleod@cjhs.ca)

Applications will be accepted until a suitable candidate is chosen.

