



Bruce Peninsula Hospice

BRUCE PENINSULA HOSPICE INC.

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Volunteer Position:	Volunteer Training Assistant	Date:	February, 2025
<u>Role Description:</u> Bruce Peninsula Hospice is seeking a dedicated and enthusiastic Volunteer Training Assistant to support our volunteer program. This role involves assisting with the scheduling, facilitating and implementing of training programs for newly recruited volunteers. The ideal candidate will have strong organizational skills, excellent communication abilities, and a passion for volunteerism. Volunteers are at the heart of everything we do at Bruce Peninsula Hospice ("BPH"). Activities of the role include: • Training Facilitation: ○ Scheduling BPH in-person Training Sessions with newly recruited volunteers. ○ Assist with the administration and distribution of comprehensive training materials, including manuals, presentations, and handouts for sessions above. • Volunteer Support: ○ Offer ongoing support and guidance to volunteers throughout their initial training. ○ Address any scheduling or training course issues that arise during. • Evaluation and Improvement: ○ Collect feedback from volunteers to assess the effectiveness of training programs. ○ Assist to identify areas for improvement and make recommendations for future training sessions. • Administrative Tasks: ○ Maintain accurate records of volunteer training attendance and completion. Qualifications: • Strong organizational and time management skills • Excellent verbal and written communication skills • Ability to work independently and as part of a team			
Location:	Hybrid – Virtual and in-person. In-person meetings within BPH service area (Warton, Lion's Head, Sauble Beach, Tobermory and surrounding area)	Volunteer Screening Requirements	Interview, references and complete required documentation including Confidentiality Agreement and health screening.
Hospice Training Required:	Yes – Hospice Palliative Care Ontario Volunteer Training, Nav-CARE Training and others as needed.	Police Check Required:	Vulnerable Sector Check
Volunteer Position Status & Length:	Part-time/Ongoing, 1 year commitment requested 1-4 hours/week		

Qualifications:

- Be at least 18 years of age;
- Be sensitive, compassionate and open-minded;
- Respect cultural and racial diversity;
- Demonstrate active listening and communication skills and ability to maintain strict confidentiality;
- Strong organizational and time management skills;
- Excellent verbal and written communication skills;
- Ability to work independently and as part of the hospice team;
- Can support according to BPH's Mission, Vision, Equity Diversity and Inclusion (EDI) and Values Statement.