



# TNDF RECEPTION VOLUNTEER

## Volunteer Position Posting

### ABOUT US

The Nourish and Develop Foundation (TNDF) is a non-profit organization located in Cannington, Ontario. We connect people to nourishing food and supportive resources, empowering the community to come together to develop lasting change. Through our 2 branches of service – Food Services and Social Services – we offer a variety of programs to the whole community.

Are you friendly, organized, and love connecting with people? Join us as a **Reception Volunteer** at TNDF! You'll be the welcoming face of our organization, greeting visitors, answering phone calls, accepting and recording donations as well as assisting with light administrative tasks. This role is perfect for someone who enjoys a warm, community-focused environment and wants to make a meaningful impact. If you love keeping things running smoothly while sharing a smile, we'd love to have you on board!

### LOCATION

This position is in-person and based out of our main office building at 16 York St, Cannington ON.

### AVAILABLE SHIFTS

- **Weekly & On call**; examples of shifts include:
  - Wednesday's 9am-12pm, first Tuesday of every month, as well as opportunity for other shifts as needed (advance notice given)

### KEY RESPONSIBILITIES & DUTIES

Tasks vary depending on the shift. Training will be provided. Tasks may include, but are not limited to:

- Answering phones, transferring calls, taking messages
- Welcoming, greeting, assisting & directing walk-ins
- Keeping reception area tidy
- Accepting & recording donations, delivering donations to Nourish House Food Bank (onsite)



- Creating a safe, inclusive, and welcoming environment for all
- Performing other related errands and duties as required

## QUALIFICATIONS

Reception Volunteers must be able to:

- Effectively communicate and work collaboratively in a team with a positive attitude
- Follow instructions from supervisors and proactively seek clarification when necessary
- Maintain confidentiality
- Adhere to required Health & Safety procedures
- Demonstrate patience and empathy in working with participants of varying levels of knowledge and understanding

## OTHER REQUIREMENTS

A Vulnerable Sector Check is required for this role.

## HOW TO APPLY

To apply for a volunteer position, your options are:

- Complete a Volunteer Application form online by [clicking here](#), or
- [Download a PDF copy of the Volunteer Application](#), complete it, and email it to Jenn at [jennifer.barnes@tnmf.ca](mailto:jennifer.barnes@tnmf.ca), or
- Drop off your application in person at 16 York St, Cannington, Monday – Friday 9AM – 4PM

If you have any questions or concerns about our Volunteer Program, please contact Jenn at [jennifer.barnes@tnmf.ca](mailto:jennifer.barnes@tnmf.ca) or 705-432-2444.