



SCM Office Assistant

Type of Opportunity: General		
Volunteer Category:		
<input checked="" type="checkbox"/> FBCYICN Member (14-24)	<input checked="" type="checkbox"/> Youth in/from Care (14-24)	<input type="checkbox"/> Youth in Care Ally (14-18)
<input checked="" type="checkbox"/> FBCYICN Alumni (25+)	<input type="checkbox"/> Former Youth in Care (25+)	<input type="checkbox"/> Youth in Care Ally (19+)
Location: <input checked="" type="checkbox"/> Lower Mainland Only <input type="checkbox"/> Provincial-wide		
Description: Steering Committee Meetings (SCMS) are weekend gatherings held three times a year for youth in and from care between the ages of 14 and 24 from all across B.C. They are a place where young people and supportive adults come together in a fun, informative, and safe environment. It gets really busy at the office before an SCM and we could really use some extra hands to get everything ready for the weekend. This is an opportunity for volunteers to gain some insight on the prep work that happens before a SCM and help out with all the extra work that needs to be done.		
Start Date: Friday, Feb. 10 th 2012		End Date: Sunday, Feb. 12 th , 2012
Time Commitment: 2-8 hours a day (depends on responsibility)		
Supervising Staff: Colleen Danes, Administrative Coordinator		
Interested? Contact:		
Who: Jessica Chu, Youth Participation Coordinator		
E-mail: youthparticipation@fbcyicn.ca		
Phone: 604-527-7762 (ext 104) or Toll Free: 1-800-565-8055 (ext 104)		
Deadline to Respond: Friday, January 20 th at 4:30pm		

Key Responsibilities:

- Photocopying materials to be placed in participant kits
- Assembling participant kits (materials, name tags, etc)
- Assembling AGM (Annual General Meeting) information
- Organizing kits in categories (members, adults, staff, board of directors)
- Organizing supplies for the workshops at the SCM
- Packing supplies, kits, and all other items needed for the SCM

Skills/Knowledge we're looking for:

- Accountable
- Organizing and doing repetitive tasks
- Computers and / or technology

Training provided and required:

- Use of FBCYICN office equipment:
 - Photocopier
 - Computer and printer

What you'll get:

- Volunteer hours counted towards \$100 Honouriam
- More knowledge of the preparation process for an SCM
- Invitation to future Volunteer Appreciation Events
- Provincial recognition in our Power Pages magazine
- Letter of reference if requested