



# The Canadian Testicular Cancer Association

## Volunteer Placement Description

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**Volunteer Position Title:** Administrative Assistant

**Location:** 117 Southwood Drive, Kitchener

**Date Required:** Position is available immediately

**Name of Supervisor:** Cheryl Fried 519-342-2562

**Email:** cherylfried@tctca.org

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**Number of Volunteers Required:** 1

**Responsibilities or duties:**

- Type minutes
- Assist with bimonthly newsletter - proof reading, entry articles
- Type letters to sponsors, donators etc.
- Type thank-you letters etc.
- Answer phones when your supervisor, Cheryl is at meetings

**Requirements or skills:**

- Knowledge of Microsoft word
- Quick typing skills
- Friendly, courteous
- Ability to work independently
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**Training:**

- Volunteers will be trained to understand the mission behind TCTCA and sufficient information to answer questions about our association
- Training for how we want all documents prepared and what to say when answering the phone and how messages are to be handled.

**Time Commitment and Duration:**

- Daytime - Flexible
- As soon as possible

**Evaluation and Follow up:**

- Supervisor will check in periodically to ensure that volunteer is able to perform their duties
- Upon completion supervisor and volunteer will meet and discuss final outcome and see if another position is available for the volunteer

**Benefits:**

- Satisfaction of knowing that their help may save a life of a young man
- Opportunity to be involved in an important cause
- Gain skills for working in office environment
- Keep existing skills sharp