

Awo Taan Healing Lodge : PO Box 6084 Stn A, Calgary, AB, T2H 2L3

Parent Link: 100 – 1603 10th Avenue SW, Calgary, AB, T3J 0J7

PLEASE CONTACT US TO SIGN UP

Volunteer Coordinator: (403) 531-1970 Ext. 200



AWO TAAN HEALING LODGE PARENT LINK

parentLINKcentre

VOLUNTEER JOB DESCRIPTIONS

Child Care Assistant Volunteers

Children must be supervised while their parents/guardians take part in workshops and programs offered by our Parent Link centre. While we do have a Child Support worker for instances like this, it is necessary to have a volunteer or two to assist the Child Support worker, especially when there are more than 2 children. Activities with the children are decided by the Child Support worker however input and suggestions are welcome from volunteers who are assisting in supervising the children.

Duties may include but not limited to the following:

- Set up of activities (i.e.: arts and crafts, games, book reading, sing-a-longs, and storytelling)
- Preparing snacks
- Assist in clean up after activities and or snack time.
- Parents are responsible for diaper changes and washroom visits.

Clerical Assistance Volunteers

Our Administrative Assistant can use a volunteer seeking clerical experience or have prior experience to help in some routine office duties.

- Filing
- Folding brochures
- Cutting newly printed business cards with paper trimmer
- Organizing brochure racks
- Organizing storage areas
- Photocopying
- Typing
- Organizing posting boards
- Inventory of office supplies and furniture
- Answering telephones

Bread Pickup

Each Thursday, Sobey's in Forest Lawn donates prior day bread to Awo Taan Parent Link. It is our responsibility to pick up this bread and bring it to our location by 11am. Our clients and other low income people then come and take bread for their immediate family.

- Volunteer to pick up bread at Sobey's and deliver it to Awo Taan Parent Link Centre.
- Help unload and sort bread.

Office Maintenance & Cleaning

Awo Taan Parent Link's office like other not for profit organizations has maintenance needs. However being able to afford regular maintenance is a constant struggle. The following is a list of maintenance needed for our work space:

- Painting (walls, trim)
- Mudding and sanding
- Package and drop off recyclables
- Washroom fixtures
- Shelving/cabinets adjustments
- Light fixtures
- Window washing
- Dusting/polishing
- Vacuuming
- Organizing kitchen area
- Organizing storage room

Special Events (various duties required)

- Tiny Tots Powwow (every November)
- Summer Programs (various activities through out July and August)
- Mother's Day, Father's Day, Aboriginal Week, Halloween, Christmas wrapping, Hamper Delivering

Website: www.awotaan.org

EMAILS: Healing Lodge – awotaan@awotaan.org - Parent Link – info-parentlink@awotaan.org