

**Administration:**

Tel: 604-820-8455

Fax: 604-820-8495

**Our Programs:****Abbotsford Transition House**

Fax: 604-852-6542

Tel: 604-852-6008

**Mission Transition House**

Tel: 604-826-7800

Fax: 604-826-0520

**Abbotsford Support Services****Women's Counselling****Women's Outreach****Multi-Cultural Outreach****Children and Youth Support**

Tel: 604-855-3363

Fax: 604-855-9583

**Mission Support Services****Women's Counselling****Women's Outreach****Multi-Cultural Outreach****Caregiver/Grandparent Support****Children and Youth Support**

Tel: 604-820-8455

Fax: 604-820-8495

**Babies Best Chance****Pregnancy Outreach Program**

Tel: 604-820-8455

Fax: 604-820-8495

**Resource Development**

Tel: 604-820-8455

Fax: 604-820-8495

**Second Stage Housing Projects***Santa Rosa Place 604-820-8455**Christine Lamb Residence**604-746-4200**Penny's Place 604-746-3301***Fronya Thrift Boutique Store**

Tel: 604-820-5071

**The Warm Zone**

Tel: 604-746-3301

**Administration Services  
Volunteer Reception and Office Clerk**

Our administrative department welcomes assistance from volunteers. Main duties include: receiving calls and forwarding to appropriate staff, taking messages, and greeting visitors. Our volunteers also provide assistance with various events held throughout the year.

**Qualifications:**

1. Must speak English fluently.
2. Excellent telephone and reception abilities and a willingness to constantly improve
3. Good key boarding, e-mail and electronic spreadsheet skills; experience with MS Office preferred
4. Willingness to learn new things
5. Good knowledge of the work of the Women's Resource Society of the Fraser Valley
6. Basic understanding of violence against women issues and a willingness to deepen that understanding
7. Good arithmetic skills
8. Good communication skills
9. Willingness to work independently and as a member of a team
10. Ability and willingness to work carefully, quickly and accurately

**Benefits to Volunteer:** As a volunteer working within our Administrative Team, you will improve and gain experience using the following key skills:

- Teamwork
- Computer skills.
- Working with the general public.
- General office duties.

For more information contact:

Janet Jurgens, Administrative Coordinator

WRSFV

P.O. Box 3044

Mission, BC V2V 4J3

E-mail: [admin@wrsfv.ca](mailto:admin@wrsfv.ca)

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