

Volunteer Opportunity - Community Liaison, Plan Institute

Do you like connecting with new people and sharing information? Volunteer with us and learn to guide people to the resources they need.

About Our Organization:

Plan Institute is a non-profit social enterprise that works to improve the lives of people with disabilities. We do this by collaborating on community-based projects, offering a suite of learning initiatives, and advocating for policy reform. We draw from over 20 years of experience of working with families to build a good life for people with disabilities, and we have over 7 affiliate organizations in Canada and the USA.

To find out more, check out our website at: planinstitute.ca

About this opportunity:

Plan Institute is looking for outgoing and energetic individuals who are inspired by our values and vision, for the role of volunteer Community Liaisons. Community Liaisons will be trained to provide information to individuals with disabilities, families, and professionals about various future planning topics at community events and transition fairs. This position will provide valuable non-profit and community volunteer experience, as well as a chance to develop your communication skills.

Benefits:

- Valuable non-profit and community volunteer experience.
- Unique opportunity to volunteer in a self-guided manner, with flexible volunteer hours.
- Access to ongoing training and skill development.
- Opportunity to provide critical community support and information to a variety of people.
- Networking opportunities at multiple events.
- Character reference for volunteers who meet minimum commitment requirement.

Duties:

- Communicate with a wide range of individuals including people with disabilities, family members, and professionals.
- Provide relevant financial and future planning information at community events.
- Set-up and take-down display table materials at events.
- Answer questions and refer to resources and supports available.
- Complete evaluation form after each event and provide ongoing feedback.
- Pick-up and drop-off materials from/to the Plan Institute office in Vancouver.
- Other community support and information provision opportunities, as available.

Qualifications:

Mandatory for Position

- 19+ years of age or older.
- A Canadian Citizen or Permanent Resident.
- Comfortable communicating with a diverse group of people including individuals living with a disability.
- Strong interpersonal and connection-building skills, or willingness to develop these skills.
- Initiative-taker with the ability to work independently with minimal supervision.
- Detail-oriented and organized.

- Passion, integrity and energy!
- Competency in English.

Asset to Position

- Competency in a second language.
- Understanding of and experience in the family-led disability movement and other marginalized populations, as well as the concepts of asset-based community development.
- Experience working with families and non-profit organizations.

Volunteer Scheduling and Location Information

Training: Ongoing

Location: Flexible within the Lower Mainland.

Schedule: Events are held on weekdays and weekends, with opportunities to volunteer occurring 3-4 times/year on average.

Minimum Commitment: 1 Year

To apply, please complete the online application form here:

www.surveymonkey.com/r/Plcommunityliaison

If you've any questions about this opportunity, please email: mcairns@planinstitute.ca