



# Volunteer Postings

<b>Organization:</b> TNO - THE NEIGHBOURHOOD ORGANIZATION,	<b>Department:</b> Family & Wellness
<b>Expected Start date:</b> ASAP	<b>Position Type:</b> Volunteer

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thorncliffe Neighbourhood Office*) is a community based multicultural, multi-service agency which offers a broad range of programs to serve Thorncliffe Park, Flemingdon and the surrounding communities through strengthening the quality of individual and community life.

TNO provides programs and services which include settlement and language classes for newcomers, employment services, child, youth and family support services that are offered in more than 20 languages. Over the last 30 years TNO has served thousands of individuals and families.

**Please see below 3 volunteer opportunities available**

---

## 1

Program: EarlyOn	Position Title: Volunteer
Days: Saturdays (6 months of minimum commitment)	Hours: 10:00AM – 12:00PM

**Skills and requirement:**

- Ability to work well with children
- Good understanding of environment involving children
- Personable, approachable, patient, punctual, responsible
- Police reference check (paid by agency)
- TB testing

**Task list:**

- Support program staff to set up program area
  - Support program staff to manage program effectively
  - Monitor office area for safety
  - Maintain a professional and supportive presence during program
- 

## 2

Program: Housing	Position Title: Volunteer Landlord Recruitment
Days: Flexible	Hours: 2 hours per week – flexible

**Skills and requirement:**

- Able to clearly and professionally communicate in English

- Ability to follow instructions
- Good telephone manners
- Personable, organized, patient, punctual, responsible
- Computer skills in creating/using word documents

**Task list:**

- Collect information about available units
  - Reach out to landlords to inquire about units
  - Update landlord information as received
  - Work with program staff to maintain and enhance landlord registry, maintain confidentiality
- 

**3**

Program: Housing	Position Title: Volunteer Filing Support
Days: Flexible	Hours: 2 hours per week – flexible

**Skills and requirement:**

- Perform tasks as required, under close supervision
- Personable, organized, punctual, responsible
- Professional, able to maintain confidentiality
- Police reference check (paid by agency)

**Task list:**

- Assist program staff in sorting and organizing client files
  - Shred files and paperwork as required
- 

**Location:**

These positions will be located within Thorncliffe Park and Flemingdon Park locations based on community and program requirements. The locations (multiple) for this position may be added or moved to new addresses in the future according to the community and program requirements.

“The Neighbourhood Organization is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities and members of ethno-racial, aboriginal, immigrant, francophone, refugee, LGBTQ and disabled community groups to apply and self-identify.”

**To Apply:**

Candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources Department by **Friday April 19<sup>th</sup>, 2019 by 5:00pm.**

To apply please send your applications to: [volunteer@tno-toronto.org](mailto:volunteer@tno-toronto.org)

**Please mention Opportunity number, Program and Position title**

Or

Attn: Human Resources  
 TNO - THE NEIGHBOURHOOD ORGANIZATION  
 1 Leaside Park Drive, Unit # 7  
 Toronto, Ontario, M4H 1R1

TNO - THE NEIGHBOURHOOD OFFICE is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code please contact 416-467-0126

*For more information visit: <http://www.tno-toronto.org> We thank all applicants for their interest but only those selected for further consideration will be contacted*