**Public Education Displays Volunteer**(Bilingual)

**POSITION OVERVIEW:**

The Volunteer will assist the CMHA Public Education program by staffing information displays as requested by various organizations and businesses in Ottawa. The Volunteer may at times also be asked to give short presentations about CMHA and Mental Health to organizations and community groups. This volunteer position promotes the development of organizational, public speaking, presentation and social skills, and self-confidence.

This position will provide the Volunteer with an opportunity to promote CMHA, provide information about mental health issues and good mental health, and to reduce the stigma of mental illness through public education. The Volunteer will also gain experience in working in the social service field.

**TIME COMMITMENT:**

There are generally 2-4 display requests per month, ranging from 2-6 hours per request. Presentations about CMHA and Mental Health can range from 15 minutes to 1 hour per request.

Advance notice of the requests may be from several weeks to a few days. The work could be shared by a team of two volunteers rather than one person if appropriate.

**PAY AND HONORARIUM:**

This is a Volunteer position that requires commitment to training and preparation. There is no pay available for hours worked. However, when funds permit, a small honorarium may be provided to the Volunteer.

A letter outlining the Volunteer Role and the hours worked by the Volunteer can be provided upon request.

**DUTIES AND RESPONSIBILITIES:**

**For a display:**

* The Volunteer hands out CMHA materials (brochures, fact sheets, etc.) and answers general questions about CMHA posed by visitors to the display. Training is provided.
* Questions which cannot be answered may be referred to CMHA staff via a business card.
* Materials for distribution will be packed in a travelling suitcase by a staff member prior to the display date.
* The volunteer will pick up the materials at the CMHA office and bring the suitcase, a CMHA sign, a tablecloth and any other needed materials to the display site by car or taxi, and set up the display on tables provided.
* The volunteer will repack the items at the end of the display period and return them to the CMHA office in the same manner.

**For a presentation:**

* The Volunteer will be provided with a PowerPoint presentation on a USB stick.
* The Volunteer will present the Power Point material, answer questions by the audience, and refer them to CMHA if the question cannot be answered.
* The USB stick is to be returned with the remainder of the display materials after each visit (unless otherwise discussed).
* The Volunteer will also count the number of display visitors and the audience at presentations.

**TRANSPORTATION:**

If a personal vehicle is used for transport from CMHA to the required location, mileage-related costs will be tracked and reimbursed when appropriate.

Volunteers who do not have access to a vehicle will receive a taxi voucher to travel from the CMHA office to the display location and to return to CMHA.

**PERSONAL QUALITIES:**

The Volunteer should be well-organized, able to work independently, enjoy working with the public, and be committed to the public education goals of CMHA.

**QUALIFICATIONS:**

* Minimum age of 18
* Willing to attend orientation sessions provided by Public Education staff
* Availability during business hours
* Bilingualism (French and English)
* Personal/family experience of a mental health issue, or familiarity with community resources in mental health is an asset, but is not required
* Having access to a vehicle is an asset
* Experience with information booths and presentations is an asset.

**EXPRESSING INTREST:**

Please express an interest to **Kamilla Riabko** by **11:59 p.m.** on **March 8, 2016.** You are welcome to submit a resume, however it is not mandatory. Simply outline how you qualify for the position in an email, or set up a phone conversation with Kamilla.

**Kamilla Riabko***Vocational/Volunteer Programs Assistant*Canadian Mental Health Association, Ottawa Branch  
301-1355 Bank Street, Ottawa, ON, K1H 8K7  
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Fax: 613-737-7644  
Email: [volunteers@cmhaottawa.ca](mailto:volunteers@cmhaottawa.ca)

*The Canadian Mental Health Association is committed to developing inclusive, barrier-free selection processes and work environments. If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.*

Applicants who receive a conditional offer of employment must produce a **Vulnerable Sector Police Records Check**. CMHA will provide a volunteer letter which will waive the fee associated with this.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.