

InspireHealth, a Canadian leader in supportive cancer care, is seeking volunteers with administrative experience to join our Vancouver team.

### **Administrative Support - Receptionist**

This opportunity is ideal for individuals who model health and well-being, are self-responsible and accountable, are team-oriented, heart-centered and passionate about supportive care.

### **Major Responsibilities**

#### **Communication & Interaction:**

- Greet each person as they come through our doors
- Create a warm and welcoming environment for everyone present in the space
- Answer telephone calls and handle all inquiries with care and compassion
- Check email and fax communications and respond accordingly
- Tour new guests through InspireHealth
- Ability to multi-task: manage requests from patients, doctors, practitioners and the general public throughout the day

#### **Schedule Management:**

- Book appointments for clinicians with new and established patients
- Intake of patients and preparation of paperwork
- Monitor registration as people arrive for classes or programs
- Call patients to confirm appointments and program attendance

#### **Program Administration:**

- Support with set up and take down of various classes and programs
- Receive and process donations and sell inventory items
- Maintain a safe, clean and welcoming healing environment

### **Skills and Qualifications**

- Previous experience in an administrative role is ideal
- Experience with Microsoft Word, Excel and Outlook and Electronic Medical records is an asset
- Ability to listen without bias, display empathy and provide hope and support



## **Requirements & Availability**

Reception volunteers must be available during office hours -Monday to Friday, 9:00am to 5:00pm –with a minimum commitment of 4 hours each week, for 6 months to one year. Please indicate your preferred hours on your Volunteer Application Form.

Interested volunteers are required to attend a Fireside Information Session, held every Monday from 3-4pm and Thursday from 7-8pm, prior to beginning their first shift.

## **How to Apply**

Please email your resume, a brief cover letter and your completed Volunteer Application form to [volunteering@inspirehealth.ca](mailto:volunteering@inspirehealth.ca) with the title Administrative Support – Receptionist.

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VANCOUVER  
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VANCOUVER ISLAND  
VICTORIA  
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INSPIRELIFE CANADA  
VIRTUAL CENTRE  
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[inspirelifecanada](http://inspirelifecanada)