

View results

Respondent

43

Anonymous

13:53

Time to complete

WHO

1. Organization: *

Tabor Village

2. Contact Person: *

Rita Louw

3. Preferred Contact Method: *

- Email
- Phone
- Email or Phone

4. Email: *

volunteerservices@taborvillage.org

More options for Responses

5. Phone *

(604) 859-8715 extension 621

WHAT

6. Position Title (e.g. Youth Worker, Cashier, Teaching Assistant, etc.): *

HR Assistant

7. Job Description: *

The volunteer will assist our HR Director in updating and standardizing HR documents, policies, and procedures. This role gives the volunteer opportunity to learn more about the internal leadership functions of a non-profit organization, while also learning valuable skills in communication, relationship-building, organization, and critical thinking. The volunteer will be able to complete projects independently, as well as working alongside and being mentored by a team of HR professionals.

8. Skills Required: *

Proficiency in Microsoft programs (Word, Excel), able to analyze and problem-solve, excellent written communication skills.

9. Gender Preference: *

- Male
- Female
- Either

10. Criminal Record Check required: *

- Yes
- No

11. Comments or additional information:

There is some flexibility to complete work virtually as well as in-person. Applicants should have weekday availability for two hours a week.

WHERE

12. Location: *

Abbotsford



13. Address: *

31944 Sunrise Crescent

14. Transportation needed: *

- Student must have own
- Easy walking distance from CBC
- Carpool provided through organization
- On-campus
- Other

WHEN

15. Day of the week: *

Day is negotiable and/or may vary week to week

16. Time frame (e.g. 6 - 9 pm) *

9am-5pm

WHY POST ON OUR BOARD?

Columbia's Integrated Learning Department looks forward to partnering with your organization to enrich the education of our students with practical, hands-on experience. We do not place students in Service Practicum placements; rather, we act as a bridge between students and organizations. This placement board is such a bridge. Should a student choose to participate with your organization, we ask that you provide them with opportunities to learn and grow in both skills and confidence in who they are as a person, as well as giving them a rich mentorship experience.

17. I have read the current Columbia Bible College Service Practicum Supervisor Manual. (Find it here:

<https://www.columbiabc.edu/document.doc?id=75>). *

- Yes

18. As a potential Service Practicum Supervisor, I agree to the responsibilities outlined in the Supervisor Manual: *

- Yes

19. I would like to receive/continue to receive information about Integrated Learning at Columbia. *

- Yes
- No
- I already receive information about Integrated Learning

Posting Information

(for office use only)

20. *

8/16/2022



21. This is (please select one): *

- A new posting
- An update of a current posting

Thank You!

