



VOLUNTEER OPPORTUNITIES 2010: EDMONTON

❖ Recreation - Computer Access Program (CAP)

This volunteer position is an excellent practicum opportunity for someone who wants to share their computer knowledge and possesses information technological skills. This volunteer will assist individuals with system start-ups, accessing e-mail, downloading information, creating software, etc. Patience, teaching skills and willingness to help others are an asset.

Dates and Times: Daytime weekday availability required. Sessions typically are one to two hours long and run three days a week. Flexibility exists, sessions dates and times can work around your schedule.

Location: Edmonton Office, 17231 – 105 Avenue, Edmonton, AB T5S 1H2

❖ Ballerina Dreams

This volunteer will assist children with special needs during this modified therapeutic dance program, taught by a Registered Occupational Therapist who is also a dance instructor. Some experience with children and creative dance would be desirable, as well as a sociable nature and an interest in having fun! Time commitment would be for approximately 1 hour/ 8 weeks per program and the occasional community performance.

Location: DanceCo Ltd, 9030 McKenney Avenue in St. Albert, AB

❖ Recreation - Adult Bowling

This volunteer practicum opportunity combines the fun of bowling and the joys of knowing you are making a difference in someone's life. This volunteer will be setting up the lanes and the ramps, accompanying program participants to the lane, socializing and creating a fun atmosphere for friends to meet together. You will also be assisting the team leader with attendance and award presentation. No bowling experience is required, but enthusiasm is a must!

Dates: 3rd. Tuesday of each month

Times: 6:30pm – 9:00pm

Location: Ed's Bowling (West Edmonton Mall) Entrance 50

❖ Special Events – MAY 2010 Awareness Month

Display tables: dates throughout May.

We need volunteers to man display tables at the Glenrose, University and Misericordia Hospitals, etc. along with members of our staff, in order to provide information to the public in a courteous and helpful manner. Volunteers should be outgoing, friendly and courteous - and willing to learn all the facts about Cerebral Palsy, our mission, vision and the purpose of our Association in Alberta, as well as being aware of related activities/ and services; training will be provided

Resource Fair – Location & date TBA

We need knowledgeable volunteers who are able to provide information to the public in a courteous and friendly (similar to Display Table requirements). This volunteer must be familiar with all aspects of the Cerebral Palsy Association in Alberta – our services, activities, goals and members' needs; training will be provided.

❖ The Edmonton Annual Picnic

This volunteer will be outgoing and friendly, able to assist members with general needs and feeding. Duties include food preparation and serving - as well help with set up and clean up. Willing to have fun and enjoy good food!

Date: June 2010 – Location & date - TBA

❖ Life without Limits Challenge – Sept. 19, 2010: Edmonton

This takes place at Rundle Park from 6:00am (set-up) to 10:30 am (clean-up). We need friendly, outgoing, courteous volunteers for various duties; registration, to man water stations, as route marshals, at ability stations and to help with food service (brought in). This is a great opportunity for the volunteer who is interested in cycling and recreation

❖ **Go Green Assistant: Edmonton Office**

Purpose: To help facilitate the Go Green program to maximize revenue.

Responsibilities: Calling Go Green hosts to see who needs a pickup. Volunteer will also help assemble the Go Green bins.

Qualifications:

Ability to speak English clearly over the phone.

Good customer service skills.

Enough mobility to help assemble receptacles.

Support: Successful volunteers will be trained by The Go Green Coordinator in Edmonton

Time Commitment: 2-4 flexible hours per week at the Edmonton office, Monday-Friday and every second Saturday.

❖ **Casual Administrative Assistant: Edmonton Office**

Purpose: To assist Administrative Support during holidays and days away.

Responsibilities: Greeting and directing visitors, representing the Operations Program, by answering inquiries about the different initiatives and the Vacation Villa, general office duties such as emailing, faxing and other duties as needed.

Qualifications:

Ability to speak English clearly over the phone

Good Customer Services Skills

Knowledge of office equipment and computer skills

Support: Successful volunteers will be trained by the Administrative Assistant in Edmonton

Time Commitment: As needed to cover Administrative Assistant during holidays and other days off, Monday to Fridays, 8:00 am to 4:30 pm

For more information, please contact:

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