

## **VOLUNTEER OPPORTUNITY**

**Position:** Client Registration Facilitator  
**Location:** New Westminster  
**Commitment:** Flexible, but ideally 2-4 hours per week

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The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness and crime.

**We are recruiting for a volunteer as Client Registration Facilitator in New Westminster.**

### **KEY RESPONSIBILITIES:**

- Booking client appointments
- Supporting clients one-to-one to prepare them to open a RESP for their child(ren)
- Responding to client enquiries
- Data entry when required
- Calling clients to provide them with information on how to access the grants for their children's post high school education
- Working closely with the Future Bright Supervisor to identify gaps and provide feedback on improving program delivery

### **SKILLS:**

- Good communication skills to convey information effectively and clearly
- Proficiency and understanding of the Future Bright program (training will be provided)
- Good listening skills
- Ability to engage clients in conversation
- Attention to detail
- Possession of some computer skills

Training will be provided.

If you are interested, please submit a cover letter and resume to [crystal.lattie@elizabethfry.com](mailto:crystal.lattie@elizabethfry.com).