**Volunteer Doula Program Assistant (TERM POSITION – 6 month maternity leave)**

**Position to start, March 2018**

**Part-time position (14 hours per week – currently Mondays and Wednesdays)**

**$16 per hour**

*The Home of the Guardian Angel’s mission is to nurture and enhance the quality of life of families through the delivery of community based programs and services.*

**Position Description:**

The Volunteer Doula Program Assistant is responsible for providing administrative and organizational support to the program. Working collaboratively with the Director, you will provide essential support to the program through administrative and direct – service.

***Duties:***

**Administration:**

* Maintaining a current database of moms and volunteer doulas and staying in touch with both parties
* Producing timely statistics on the program for funding purposes and updating
* Maintaining a library of resource materials for the doulas to use
* Updating program forms as necessary
* Participation in program evaluation as needed
* Writing and sending out quarterly newsletters about developments in the program
* Sits on Strategic Planning Committee

**Direct Service:**

* Respond to inquiries and requests from clients ( via email, phone, and in person) about the program and intake process
* Determining eligibility for prospective clients to the program
* Respond to inquiries and developments from active volunteers (via email, phone, and in person)
* Attend and help plan monthly in-services

**Recruitment of Volunteers and Training**

* Assisting with the follow through of interested prospective volunteers
* Assist with the planning of the annual Spring Doula Training

**Publicity / Community Relations**

* Attend community meetings as required and as it pertains to the Volunteer Doula Program

***Qualifications:***

* Relevant post-secondary training + experience
* Birth Doula Training (or willing to obtain)
* Birth experience (an asset)
* Excellent communications and interpersonal skills
* Excellent organization, administration and time management skills
* Knowledge of community resources and supports

**Please forward expressions of interest in the form of a cover letter and resume to:**

Executive Director

Volunteer Doula Program Assistant

Chebucto Family Centre (Home of the Guardian Angel)

3 Sylvia Avenue, Halifax, NS B3R IJ7

or email: [tammy@hgahfx.ca](mailto:tammy@hgahfx.ca)