



The Stabler Centre
 403 Ontario Street – Unit 2
 St. Catharines, ON L2N 1L5
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 Website: www.hospiceniagara.ca

Admin Volunteer Application

Full Name: _____

Hospice Niagara Volunteer Application has previously been completed: Yes ____ (If No, please complete)

Currently a Hospice Niagara Volunteer: Yes ____ No ____

Current/Past Volunteer Roles at Hospice Niagara: _____

Administrative Related Skills:

- | | |
|--|---|
| <input type="checkbox"/> Photocopying
<input type="checkbox"/> Answering Telephones
<input type="checkbox"/> Filing
<input type="checkbox"/> Inventory
<input type="checkbox"/> Microsoft Excel
<input type="checkbox"/> Microsoft Outlook Email & Calendar
<input type="checkbox"/> Process Mapping
<input type="checkbox"/> Research
<input type="checkbox"/> Letter Writing
<input type="checkbox"/> Editing
<input type="checkbox"/> Procurement
<input type="checkbox"/> Critical Thinking
<input type="checkbox"/> Efficiency
<input type="checkbox"/> Prioritizing | <input type="checkbox"/> Typing
<input type="checkbox"/> Customer Service
<input type="checkbox"/> Internet Search & Use
<input type="checkbox"/> Microsoft Word
<input type="checkbox"/> Microsoft Powerpoint
<input type="checkbox"/> Meeting Planning
<input type="checkbox"/> Bookkeeping/Accounting
<input type="checkbox"/> Statistics
<input type="checkbox"/> Data Entry
<input type="checkbox"/> IT Support/Technology
<input type="checkbox"/> Event Administration
<input type="checkbox"/> Attention to Detail
<input type="checkbox"/> Multi-Tasking
<input type="checkbox"/> Problem Solving |
|--|---|

Other: _____

Previous Administrative Related Volunteer Roles/Employment: _____

Goals/Reasons for Applying: _____

Languages Spoken: _____

Office hours are 8:30 a.m. to 4:30 p.m. At what times are you available to volunteer?

- Monday: Between ____ am/pm and ____ am/pm
 Tuesday: Between ____ am/pm and ____ am/pm
 Wednesday: Between ____ am/pm and ____ am/pm
 Thursday: Between ____ am/pm and ____ am/pm
 Friday: Between ____ am/pm and ____ am/pm

Other: _____

This application form is supplemental for new or existing Hospice Niagara volunteers. All registered Hospice Niagara volunteers must complete the standard Volunteer Application (excludes one-time event volunteers). The 30-hour training course is only required for client based volunteer roles (excludes event, administrative, facility and kitchen volunteers). Task related training will be provided for event, administrative, facility and kitchen volunteers.