



**Canadian Mental
Health Association**
York and South Simcoe
Mental health for all

CANADIAN MENTAL HEALTH ASSOCIATION – YORK REGION

VOLUNTEER PLACEMENT DESCRIPTION

Position Title:	Program Volunteer – Printmaking Studio
Reports To:	Community Connections Staff
Location:	Aurora and/or Markham (Tony Wong Place)
Purpose:	To assist in the Community Connections Programs
Reviewed/Revised:	June 2016

MISSION STATEMENT OF AGENCY

As a leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience and support recovery from mental illness.

PURPOSE

This volunteer offers members opportunities to continue work using specialized equipment on art projects outside of the time available in lessons. This member will have training and knowledge in the safe use and care of the equipment used which may include a small press, brayers and other printmaking tools.

RESPONSIBILITIES AND DUTIES

- To adhere to CMHA's written volunteer policies and procedures
- Maintain confidentiality of information about clients, family members and others
- Inform supervisor immediately of concerns regarding the welfare of clients
- Bring questions to staff as they arise
- Be aware of health and safety procedures, and safe equipment use
- Make people feel welcome and comfortable
- Assist program staff with activities and programming
- Attends printmaking workshops (as offered) and/or engages in training related to equipment used by Community Connections staff

- Offers open studio time for the use of printmaking equipment (during business hours, Monday to Friday)
- Ensures maintenance of printmaking equipment. Notifies supervising Community Connections Staff of need to replenish supplies
- Offers some assistance/training to members in proper use of printmaking equipment, or informs clients of upcoming workshops
- Offers encouragement to members in their art-making
- Assist in organizing art exhibition, entrance of pieces into print exchange

QUALIFICATIONS

- Good organizational & time management skills
- Ability to work with limited supervision following orientation
- Willingness to assist clients & staff of program
- Works well with others and enjoys helping when needed
- Respectful, compassionate
- Knowledgeable and resourceful
- Enjoys art-making
- Some experience leading a group or teaching/assisting individuals or interest in gaining this experience
- Willingness to learn and apply new art techniques
- Previous experience with printmaking is not necessary

COMMITMENT

- Completion of general orientation and on-the-job training; to be arranged with Supervisor
- Monthly Activity Forms identifying volunteer hours will be completed and submitted to the supervisor for signature at the end of each month
- Attend program's team meeting, as needed
- Attend volunteer schedule as agreed with program manager
- Printmaking studio will take place between July 2016 and March 2017
- Attend printmaking workshops (1-2 times per month from July 2016 to November 2016, whole or half-day workshops) or schedule training with Community Connections staff supervisor
- Arrange and attend printmaking studio times (1-3 times per month, 2-3 hours each) during drop-in hours
- A minimum 6 month commitment
- Reliable attendance

CMHA, York Region Branch supports the recovery of people with mental illness and promotes diversity in the workplace. We encourage consumers, women, aboriginal people, people with disabilities, and members of the LGBT, visible minority and immigrant communities to apply.

To request this posting in an alternate format or to request accommodation in the application process, contact us by email at nbrouillard@cmha-yr.on.ca

While we thank all candidates for their interest, only those selected for an interview will be contacted.