



Volunteer Position: Front Desk Support

Position Location: Amethyst House (4124 50 Ave)

Purpose: To support CMHA Central Alberta staff in the day to day duties at the front desk

Tasks (subject to change):

- Maintain resident tracking log
- Maintain visitor counts
- Answer phones
- Follow COVID protocols
- Track donations
- Possible involvement with Canteen sales

Training and Supervision

- Volunteer orientation
- Job specific training
- CMHA Central Alberta staff will always be nearby to assist as needed

Mission Statement

The Canadian Mental Health Association is a non-profit organization promoting community wellness and supporting people with mental illness, brain injury, and addictions. Based on community needs, staff and volunteers accomplish this through recovery focused support, education, and advocacy.

Our Goals

- To advocate for the best possible care, rehabilitation, and recovery for individuals
- To promote best practices based on current research
- To promote mental health and wellness through education