

Creative Works Studio, Admin Support Volunteer Role Description

Supervisor:	Isabel Fryszberg
Days:	Various
Shifts:	Various
Purpose:	To assist with the administrative tasks at Creative Works Studio.

Creative Works Studio *Admin Support* volunteers may assist with support tasks, such as:

- General admin assistance (organizing files, archiving old files, photocopying)
- Organize and tidy up the studio
- Data entry
- Update song booklets and type up new songs
- Assist with mass mailings or event mailings
- Design brochures, posters, or presentations
- Decorate the cabinet display at the Studio entrance
- Shop for and stock studio supplies
- Grocery shopping for snacks for members
- Update catalog of cards created by members
- Assist with in-studio gift shops
- Stretch canvasses

Training and Orientation

In most cases, *Admin Support* volunteers will have tasks that require them to work alongside our clients and so will require volunteer training from St. Michael's Hospital with:

- General volunteer orientation (including St. Michael's Hospital infection control and confidentiality)
- "Understanding Mental Illness" Workshop

All *Special Events* volunteers will receive orientation specific to the Creative Works Studio environment:

- Review of Creative Works Studio volunteer manual
- Orientation to placement role by staff member

Confidentiality and Professional Boundaries

Creative Works Studio requires that strict confidentiality be maintained with respect to all member and studio information obtained by volunteers. Volunteers are expected to conduct themselves within the scope of the volunteer role in a professional and appropriate manner. Maintenance of professional boundaries is critical. Volunteers will follow the Studio's guideline on self-disclosure, conflict of interest (i.e. gift giving), and member contacts beyond professional relationships.