Canadian Mental Health Association
Grey Bruce
Mental Health and Recovery Services

Volunteer Job Descriptions

Fundraising Events Volunteer

CMHA Grey Bruce organizes diverse fundraising events, including the annual signature event, **Walk for Courage**, to raise funds to support CMHA Grey Bruce programs and services. Third-party events, hosted by organizations and community members outside of CMHA Grey Bruce, also play an important role in fundraising, bringing in thousands of fundraising dollars each year. Volunteers play a crucial role in various aspects of fundraising, including active involvement in planning committees, hands-on contributions on event day, and act as a **CMHA Grey Bruce** point of contact for third-party events, community events, and more.

Activities of **Fundraising Events Volunteers** may include:

- Attending event planning meetings.
- Sourcing auction items and donations from businesses.
- Assisting with set up and take down of events.
- Interacting with event attendees in a professional and friendly manner.
- Tending different booths including resource, food, donation, and merchandise tables at events.
- Answering questions from event attendees about **CMHA Grey Bruce** support and services available.
- Directing questions that require more information to the appropriate **CMHA Grey Bruce** staff members.
- Participating in Volunteer Team Meetings twice yearly to map out volunteer opportunities.

Qualifications:

- Positive attitude and enthusiasm for community engagement.
- Strong communication and interpersonal skills.
- Reliable, punctual, and dependable.
- Ability to work effectively as part of a team.
- Comfortable interacting with the public in a professional manner.
- Interest in supporting mental health and addiction services.
- Ability to adapt to changing priorities during events.
- Willingness to learn about **CMHA Grey Bruce** programs and services.
- Ability to maintain confidentiality and professional boundaries.
- Previous volunteer or event experience is an asset but not required.

Canadian Mental Health Association
Grey Bruce
Mental Health and Recovery Services

Community Mental Health Ambassador

CMHA Grey Bruce has a long history in its community. Education, awareness, and resource distribution are key activities that help share mental health and addictions resources across our region.

CMHA Grey Bruce Community Mental Health Ambassadors remain up to date on **CMHA Grey Bruce** services and support available, as well as carry a general knowledge on, and enthusiasm about, mental health and recovery advocacy, so they can step in and share critical information wherever they are. With Volunteers acting as **CMHA Grey Bruce Community Mental Health Ambassadors**, we can ensure that individuals are aware of the support and services available to them when they need help.

Activities of **Community Mental Health Ambassadors** may include:

- Staying up to date on CMHA Grey Bruce support, services, and offerings.
- Having a general knowledge of mental health and recovery best practices.
- Tending resource booths at community events.
- Distributing mental health and recovery resource information across Grey Bruce.
- Feeling comfortable speaking about CMHA Grey Bruce mental health and recovery support and services in a public setting.
- Participating in Volunteer Team Meetings twice yearly to map out volunteer opportunities.

Qualifications:

- Strong communication and interpersonal skills.
- Friendly, approachable, and comfortable engaging with the public.
- Passion for mental health, recovery, and community advocacy.
- Interest in learning about CMHA Grey Bruce professionally and positively.
- Reliable, dependable, and committed to volunteer responsibilities.
- Comfortable speaking in public and sharing information with community members.
- Ability to work both independently and as part of a team.
- Commitment to confidentiality and professional boundaries.
- Previous volunteer, advocacy, customer service, or community engagement experience is an asset but not required.
- Demonstrates a genuine commitment to reducing stigma and promoting positive conversations around mental health and recovery within the community.

Education & Awareness Presentation Volunteer

CMHA Grey Bruce is sometimes invited to deliver presentations and workshops in educational and professional settings to promote positive mental health practices and reduce the stigma around mental health challenges. **Education & Awareness Presentation Volunteers** will assist the **Community Education Coordinator** during large presentations to ensure smooth delivery of critical information.
Activities of **Education & Awareness Presentation Volunteers** may include:

- Distributing presentation/workshop materials to attendees/participants.
- Setting up and coordinating presentation materials, including physical paper handouts, PowerPoint presentations, etc.
- Assisting the Community Education Coordinator during Q&A periods of larger presentations and/or workshops.
- Acting as an assistant presenter to the Community Education Coordinator during presentations and/or workshops.
- Having a general understanding of the CMHA Grey Bruce supports and services available.
- Participating in Volunteer Team Meetings twice yearly to map out volunteer opportunities.

Qualifications:

- Strong communication and interpersonal skills.
- Comfortable speaking in front of groups and engaging with participants.
- Interest in mental health education, awareness, and stigma reduction.
- Ability to represent **CMHA Grey Bruce** professionally and positively.
- Reliable, dependable, and committed to volunteer responsibilities.
- Comfortable learning and sharing information about **CMHA Grey Bruce** services and supports.
- Ability to work effectively as part of a team.
- Adaptable and organized in educational and presentation settings.
- Commitment to confidentiality and professional boundaries.
- Previous public speaking education, facilitation, or volunteer experience is an asset but not required.
- Confidence in supporting educational presentations and positive discussions around mental health and recovery.

Recreation & Wellness Volunteer

Canadian Mental Health Association
Grey Bruce
Mental Health and Recovery Services

CMHA Grey Bruce offers a variety of social, recreational, educational, and community-based programs that support individuals living with mental health and/or substance use challenges. **Recreation & Wellness Volunteers** assist program staff in facilitating activities that promote connection, inclusion, wellness, and recovery while helping to create a welcoming, respectful, and safe environment for participants. This is a non-clinical volunteer role.

Activities of **Recreation & Wellness Volunteers** may include:

- Fostering a welcoming, inclusive, and recovery-oriented environment that encourages participant engagement and social connection.
- Assisting program staff in planning, preparing, and facilitating social, recreational, educational, and community-based activities.
- Encouraging participant involvement while providing respectful, non-judgmental social support and maintaining appropriate boundaries.
- Assisting with program set-up, clean-up, organization of materials, and community outings as required.
- Observing participant well-being and promptly communicating any concerns to designated staff in accordance with organizational procedures.
- Adhering to organizational policies, including confidentiality, health and safety, and participating in required orientation and training.
- Participating in Volunteer Team Meetings twice yearly to map out volunteer opportunities.

Qualifications:

- Interest in supporting individuals living with mental health and/or substance use challenges.
- Strong interpersonal and communication skills.
- Compassionate, respectful, and non-judgmental approach.
- Ability to work collaboratively with staff, volunteers, and participants.
- Reliable, punctual, and dependable.
- Comfortable participating in group activities and community outings.
- Students in counselling, social work, psychology, recreation therapy, nursing, occupational therapy, or related fields are welcome to apply; previous volunteer experience and/or lived experience are also valued.
- This role will require a clean Vulnerable Sector Check.

Volunteer Knowledge, Skills & Abilities:

- Understanding of recovery-oriented, person-centred, and trauma-informed approaches.
- Ability to establish and maintain appropriate professional boundaries.
- Strong active listening, communication, and interpersonal skills.
- Cultural humility and a commitment to diversity, equity, inclusion, and accessibility.
- Ability to remain calm, adaptable, and respond appropriately in challenging situations.
- Ability to maintain confidentiality, exercise sound judgment, and work effectively as part of a team.

Boundaries of Volunteer Roles

Volunteers do **not**:

- Provide counselling, psychotherapy, or clinical interventions.
- Complete assessments or determine participant needs.
- Develop treatment or recovery plans.
- Provide crisis intervention independently.
- Transport participants in personal vehicles unless specifically authorized by organizational policy.
- Access or document participant clinical records.
- Make decisions regarding participant care or eligibility for services.
- Substitute for staff in delivering clinical or case management services.