



**ADAPTABILITIES**  
CREATING SUCCESS FOR LIFE

*AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.*

# Human Resources Volunteer

## Purpose

The Human Resources Volunteer is integral to successful service delivery at AdaptAbilities and of the Human Resources department. The HR Volunteer will assist the Human Resources department with full cycle recruitment, employee on boarding, volunteer management and employee information management.

## Key Functions

- Assist in the recruitment and selection of volunteers and front-line staff
- Participate in the administration of onboarding processes for all new employees
- Assist with the maintenance and data entry of all employee training and certifications
- Preparation and organization of all HR related documentation
- Maintain employee files through accurate and timely filing and data entry
- Provide HR Administrative Support to the Human Resources Department

## Qualifications

- Currently enrolled in a diploma, degree, or certificate program in Human Resources
- Some experience working in an HR capacity is an asset.
- Experience in a non-profit organization is an asset
- Detail orientated
- Knowledge of standard HR practices and Employment Standards preferred
- Strong oral and written communication skills
- Candidate must be an analytical thinker who is able to analyze, interpret, present and act upon data and trends
- Able to assist in a fast paced environment and able to multi-task
- Strong computer and database application skills and proficiency with spreadsheets
- Clear Police Check and Child Intervention Record Check

## Working Conditions

Volunteer hours are flexible however; the main office is open Monday to Friday, 8:00 am – 4:30 pm.

E-mail resume quoting position title in the subject line to: [employment@adaptabilities.ca](mailto:employment@adaptabilities.ca)

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**CARE INDUSTRY**