



CMHA values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and LGBTTQIA+ communities.

CMHA Ambassador Information Booths

Purpose:

Provide information to the public about Canadian Mental Health Association (local, provincial and national), CMHA Edmonton programs and services and raise awareness of mental health and recovery at community events.

Tasks:

- Pick up materials and equipment from the CMHA office and transport to the event site
- Set up the information booth according to agency standards
- Provide up to date information about CMHA programs and services, mental health and recovery
- Provide information on 211 to people who want to learn more about other resources in the community
- Provide contact information for specific CMHA programs (Volunteer Services, Education Services, Advocacy and Wayfinding, Fund Development, Housing Services)
- At the end of the event, organize remaining materials, take down the booth, and transport remaining materials and equipment back to the CMHA Edmonton office by the end of the following business day or time frame negotiated with the volunteer supervisor
- Track the number of visitors to the booth as well as the nature of the conversations and questions
- Following agency safety protocols, report to volunteer supervisor or delegate upon arrival and departure from event site
- Remain current and well-versed on information booth subject matter by reviewing and familiarizing self with materials provided by volunteer supervisor
- Report any risk management issues to volunteer supervisor

Time Commitment:

- Between 2 to 5 hours per event
- 1 or 2 events per month
- 6 month commitment

Skill and Knowledge Requirements:

- Engaging and outgoing personality
- Previous public speaking experience an asset
- Punctual, reliable, non-judgemental, warm and empathetic
- An understanding of mental health and recovery

Other Requirements:

- A personal cell phone to communicate with volunteer supervisor or delegate upon arrival and departure from event site
- Ability to travel within the Edmonton Capital Region while transporting equipment and supplies
- Ability to lift and carry 25 lbs

Training and Skill Development:

- Agency orientation
- Job specific training

Supervision:

- Volunteer reports to the Administrative Coordinator Education Services

Working Conditions:

- Volunteers will staff information booths in the Edmonton Capital Region. Typical events are career fairs, health fairs, and agency fairs held in schools, postsecondary institutions and conference centres.
- Wheelchair accessibility cannot be guaranteed at all events
- CMHA Edmonton will provide all printed materials, giveaways, signage, and any other necessary materials and equipment (including a first aid kit)