



MDABC Information Bureau Volunteer Job Description

The MDABC Psychiatric Clinic and Counselling and Wellness Centre is on West Pender Street in Downtown Vancouver. MDABC is a nonprofit organization that provides treatment, support, education, and hope of recovery for people living with a mood disorder or other mental illness. MDABC is a branch of Lookout Health and Housing Society.

Major Objectives of MDABC Information Bureau

- To help reduce the stigma around mental health concerns by speaking with people coming up to an MDABC table at an event
- To introduce MDABC programs and services to the public at events
- To have a presence in the mental health field by attending mental health events

Major Responsibilities

- Attend table events
- Greet the public with warmth and enthusiasm
- Answer questions and provide comprehensive information about MDABC programs and services
- Take literature and other materials to speaking events and return unused materials to MDABC office after the event

Qualifications

- Confidence when dealing with the public in person
- Warmth and enthusiasm
- Passing a criminal record check (at MDABC expense)
- Desire to become very familiar with MDABC programs and services

Training/Preparation

- New Information Bureau volunteers will be paired up with a current volunteer until the new volunteer feels ready to attend events alone if necessary
- All MDABC volunteers have opportunities to attend Volunteer Training Sessions
- Self-study on computer to learn about the organization's programs and services

Dates and Location

- Various locations mainly within the Lower Mainland.
- Most events are held during regular business hours M-F, however there are occasional weekend events

Length of Commitment

- All MDABC volunteers are asked to make a one-year commitment to any volunteer position

Application

- Please complete the volunteer application form, which can be found on our website (mdabc.net)
- If you have questions about the training or the volunteer position itself, please email nicole.j@lookoutsociety.ca for more information