

Community Information & Volunteer Centre

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Ways to get involved at KCR

We are looking for two unique individuals at Kelowna Community Resources. Are you one of those people?

As a volunteer receptionist you would have flexibility to work once or twice a week for a three to four hour shift between the hours of 8:30 am and 4:30 pm. It is an easy fit if your children are in school.

As a graphic designer you have the challenge of setting up several templates to help us convert database information into professional brochures. Your expertise in MS Access/Excel 2010 and Adobe InDesign CS5 will be put to the test.

The reception desk at our 120-1735 Dolphin Avenue location hums with activity. The public drops by to use a computer. Newcomers from other countries come for document translations and one-on-one consultations. Staff from government and nonprofit organizations regularly use our training room.

We are looking for a warm, welcoming person to greet people in person and over the phone. You can hone your computer skills and gain confidence interacting with a staff of 30 on site and from two additional locations.

Much of the time, you will be working side by side with our long time receptionist who is known for her engaging way with people. You will learn from the best and then get an opportunity to cover the desk on your own from time to time.

If you are ready to put your graphic design and computer skills to the test, we are looking for you! We produce numerous mini-directories and other publications that are updated each January and July.

Our challenge is to be as efficient as possible in taking program and service description information from our public online database and using Access, Excel and InDesign to create professional publications. We need to minimize as much manual work as possible.

Get involved in our community. Go to www.kcr.ca and click on Volunteer Opportunities Search for the Central Okanagan.

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