



Volunteer (Multiple Positions - Flexible Schedule)

Location: Orléans, Ottawa, ON, Canada

Commitment: Flexible schedules available (Weekdays, Evenings, Weekends)

Reports to: Facilitator, House Manager, or Operations Director (depending on role)

Position Summary

Volunteers at My First Place Ottawa play a vital role in creating a safe, empowering, and joyful environment for adults with developmental disabilities. We offer a variety of volunteer positions with flexible schedules to match your interests and availability. Whether you're supporting our day program, helping in our weekend café, leading a yoga session, or assisting with house management, your kindness and reliability make a real difference.

We only welcome volunteers who are genuinely kind, empathetic, and dedicated. Our participants rely on consistency and trust—so showing up when you say you will is essential.

Key Responsibilities

Volunteer Roles May Include:

- Day Program Support: Assist with life skills training, group activities, and one-on-one encouragement
- Wellness & Recreation: Lead or assist with yoga, meditation, arts, or community excursions

- Simulated Café Support (Weekends): Help with baking, beverage prep, client service, and cleaning
- Community Events: Support setup, engagement, and hospitality at special events
- House Management Assistance: Help with meal prep, cleaning, organizing, and resident routines
- Supported Employment Coaching: Shadow participants at job placements and offer gentle guidance

Requirements

- Must be patient, compassionate, and respectful toward all participants
- Must be reliable and able to commit to a consistent schedule
- Must be willing to assist with basic tasks like cooking and cleaning
- Must pass a Vulnerable Sector Check before starting
- Must be comfortable working under the guidance of a facilitator, house manager, or director

Additional Notes

- Training and orientation provided
- This role may include other duties as needed

Volunteers are an essential part of our community—we're excited to welcome you.

Interested in this opportunity?

Send your resume and cover letter with a preferred start date to myfirstplaceottawa@gmail.com