



Unlimited Potential
community services

Unlimited Potential Community Services empowers individuals and families to reach their full potential and enhance well-being.

ADMINISTRATIVE VOLUNTEER – Edmonton, AB

At Unlimited Potential Community Services we provide ongoing group care treatment services and educational programs to youth with emotional, developmental, and behavioural challenges. Our clients, who range from 6 to 18 years of age, live in a residential, therapeutic setting.

We are looking for volunteers who have a knack for organization and a passion for ensuring that our administrative areas run smoothly.

Purpose: To assist the administrative areas with a variety of tasks.

Key Responsibilities: Filing, scanning, photocopying, various office duties, creating certificates, and other responsibilities.

Volunteer requirements: A current, clear Police Information Check, and Intervention Record Check.

Training: No specific training is required to volunteer, though volunteers will gain experience working in an office setting through this opportunity. People with experience with Microsoft Office, office equipment, and strong naming and filing convention knowledge would be considered strong candidates for an administrative volunteer position.

Benefits: Develop relationships with staff, and to learn the internal processes of a Human Services Organization.

Please email your resume to:

Ryan Chopin – Department Manager

Email: volunteer@upcs.org

UP is an equal opportunity employer and is committed to building a safe, inclusive environment for people of all backgrounds; all qualified candidates are encouraged to apply. We thank all volunteers for their interest; however, only those applicants under consideration will be contacted. In order to provide stability for our clients and staff, a preference will be given to people looking to volunteer regularly.