

Kit Assembly Volunteer

Kit Assembly volunteers assemble the harm reduction supplies into packages for the needle distribution service. They also take the necessary precautions to ensure that the items and the work area remain clean and sterile.

Reports to: Community Engagement Coordinator

Hours: 4 hours a week

Responsibilities

- Sterilize work surface with antiseptic and wear gloves before starting assembly
- Assemble safe substance use kits ensuring the right quantity of each item
- Keep track of harm reduction stock and assemble kits that have limited quantities in stock
- Attend meetings and ongoing training
- Other duties specified by supervisor and other staff

Qualifications

- Experience in a similar position and knowledge on The AIDS Network, HIV/AIDS, and harm reduction preferred, but not required as training will be provided
- Share with the organization its mission, vision, and values
- Strong organizational skills and attention to detail
- Can work independently and as part of a team
- Current and valid criminal reference check

How to apply:

- Download and complete the application and reference forms here: <https://www.aidsnetwork.ca/volunteer>
- Send completed application and reference forms to cec@aidnetwork.ca