

## VHF Office Volunteers

Are you looking for an opportunity to give back to the community and support the advancement of healthcare on Vancouver Island? Do you want to be part of a dynamic team that is making a difference in our hospitals? If so, the Victoria Hospitals Foundation may be your next volunteer opportunity!

*The Victoria Hospitals Foundation (VHF) works in partnership with Island Health to enable donations to every area of care at Royal Jubilee, Victoria General, and Gorge Road Health Centre. As Island Health's charitable partner, we raise donations for medical equipment, special projects, education, and research. VHF donors fund an incredible 40% of the equipment in Victoria General and Royal Jubilee hospitals.*

*In 2023/24, over \$15.4 million was raised to support our hospitals, including gifts from over 6,600 donors. Since 1989, the Victoria Hospitals Foundation has raised more than \$209 million to benefit our hospitals. Our community has generously funded thousands of pieces of urgently needed medical equipment and special projects to help these hospitals provide care to all 885,000+ residents of Vancouver Island.*

### Summary

With a busy lineup of activities and events throughout the year, we often need support with administrative projects that support our philanthropy, communication, events and community projects. This could be a great opportunity to share your strong administrative and/or customer service skills in support of our hospitals.

#### Office administration tasks may include:

- Labelling envelopes for communications and impact reports
- Stuffing envelopes with invitations and communication collateral
- Completing thank you calls to our donors
- Preparing frames for the silent auctions
- Preparing gift bags for the gala

#### Hours

- Office administration tasks would take place between 9 am – 4pm, Monday to Friday
- Shifts could be 1 – 3 hours

#### Location

- Tasks are normally done in the VHF office, which is in the Wilson Block, on the grounds of the Royal Jubilee Hospital

**Please complete the volunteer application and forward to [VHFvolunteers@islandhealth.ca](mailto:VHFvolunteers@islandhealth.ca) if you're interested in joining us!**