



Hespeler Village

Neighbourhood Association

640 Ellis Rd, Cambridge, ON N3C 4N1

519.240.3567

www.hvna.ca

kathrynd@hvna.ca

POSITION:	Various Volunteer Positions
RESPONSIBLE TO:	Community Engagement Coordinator and Program Coordinator
FUNCTION:	Assist with the coordination and delivery of recreation programs
HOURS:	Volunteer
TERM:	Ongoing

Application Instructions:

1. Complete the volunteer registration form
2. Prepare a resume outlining the following:
 - Education, awards, scholarships, etc.
 - Paid and/or volunteer experience
 - Extracurricular activities
3. Prepare a **short** cover letter that:
 - Introduces yourself
 - Includes your name, home address, phone numbers, and email
 - Outlines the volunteer position you're interested in applying for
 - Explains why you're applying for the specific volunteer position
 - Includes any relevant skills, experience, and personality traits that make you a great fit for the position
 - Includes two relevant references

Please email the above documents (a completed registration form, resume and short cover letter) to kathrynd@hvna.ca