

CHS is looking for volunteers for its Helpline team

The free Community Help Service (CHS) 24/7 Helpline (02 648 40 14) provides a listening ear in English to callers of any nationality.

Whatever their problem, callers are provided with emotional support and/or general information on an anonymous and confidential basis.

CHS is interested in receiving applications, from men and women, to join its volunteer Helpline team. Volunteers should:

- Be good listeners
- Be non-judgmental & empathetic
- Have easy access to Brussels
- Be fluent in English
- Expect to remain in Brussels for at least 18 months
- Have day and evening availability with occasional night duties (*approx. 8 hours per week in total*)

No previous experience is necessary as, following the interview process, comprehensive training and regular professional supervision are provided.

For more information, please call the CHS office on 02 647 67 80, or email office@chsbelgium.org mentioning “*Helpline Volunteer*” in the subject line.

Should you decide to apply to become a Helpline volunteer, please do not mention your application to anyone but those closest to you, as confidentiality and anonymity are considered essential. We will explain more when we meet you!

www.chsbelgium.org

CHS is looking for Office Volunteers

The Community Help Service (CHS) office staff provides administrative support to the Clinical Team, the Helpline and the CHS Board of Directors. They handle all telephone calls, set up appointments, help with fundraising, marketing and run the office systems. The small team works with the Office Administrator at our Centre in Brussels to ensure that CHS remains a well-run and purposeful organization with a good working environment.

This is what we look for in a volunteer:

- Fluency in spoken and written English
- Good administrative skills including computer literacy
- An empathetic and calm approach with clients and staff
- An understanding that CHS is a confidential service so that total discretion is necessary
- A commitment of 1-2 days a week 10:00 – 16:00 is ideal (can be worked as half days)

We are always interested in hearing from people with specific skills and relevant experience – in event coordination, marketing or fundraising for example.

Please send your CV with cover letter to the Office Administrator at office@chsbelgium.org. Mark the subject line “Office Volunteer”.

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