

Volunteer Opportunities

OCTC is fortunate to receive tremendous interest in our volunteer opportunities throughout the year. Our program opportunities are based on the needs in different areas of the Centre, and so we match applicants' skills, availability and experiences to our current needs.

You can join our volunteer team in the following capacities:

ADMINISTRATION

Duties may include data entry, filing, photocopying, laminating, mail delivery, toy cleaning, etc.

Availability: Weekday morning or afternoon

Location: OCTC Foundation and OCTC sites (please visit the [Contact Us page](#) for location details)

AUGMENTATIVE COMMUNICATION

Provide primarily administrative support to staff, such as creating picture books and other treatment materials, programming devices, filing, laminating, toy cleaning, etc.

Availability: Weekday morning or afternoon

Location: 2211 Thurston Drive

HEALTH RECORDS

Assist with the sorting of files, forms and health professional notes on the client files. May include photocopying and mail delivery.

Availability: Weekday morning or afternoon

Location: 395 Smyth Road

LEARN & PLAY GROUP

Assist staff in setting up, cleaning up and caring for and working with structured activities for children with developmental disabilities, ages 2-4 years, and their parents or caregivers.

Availability: Weekday mornings

Location: Barrhaven and Vanier (Ontario Early Years' Centres)

PRESCHOOL

Assist staff in setting up, cleaning up, caring for and working with the children, ages 2-5 years, on therapeutic special education activities.

Availability: one weekday morning or afternoon from September to June; or one full day per week, 8:30 AM – 3:30 PM in July and August

Location: 395 Smyth Road

OCCUPATIONAL THERAPY

Provide client related and administrative support to staff, such as creating treatment materials. Please note that volunteer opportunities are limited in this area and a waiting list of active volunteers is maintained. New applicants are encouraged to select more than one option.

Availability: Weekday morning or afternoon

Location: 395 Smyth Road

RECREATION THERAPY

Provide assistance to children and youth participating in recreation programs. Assist staff with set up and clean up.

Availability: Evenings or weekends between September and June; or Monday to Friday, 8:45 AM – 4:45 PM in July and August

Location: 2211 Thurston Drive and various community sites

RESPITE PROGRAM

Assist staff in setting up, cleaning up, caring for and working with the children with developmental or physical disabilities.

Availability: Preschool respite program, Saturdays, 8:30 AM – 3:30 PM. School aged respite program at Sundays, 8:30 AM – 3:30 PM

Location: 395 Smyth Road or 2211 Thurston Drive

SCHOOL CLASSROOM

Assist school staff in French or English classrooms, providing special education activities to primary grade students with complex physical disabilities.

Availability: Weekly, weekday mornings, September to June

Location: 395 Smyth Road

SCHOOL LUNCH

Provide assistance to school staff during lunch hour by seating the children, helping with set up and cleanup, and monitoring lunchtime and after lunch playtime.

Availability: Weekdays, 11:30 AM - 1:30 PM

Location: 395 Smyth Road

SEWING VOLUNTEER

Design and produce sewn items as requested. Examples include toy transport bags, curtains, and therapeutic apparel such as weighted vests or blankets. Knowledge of and experience with sewing required. Must have own sewing machine.

Availability: Flexible schedule

Location: Sewing is completed at home. Pick-up and delivery to any OCTC site

SPEECH-LANGUAGE PATHOLOGY

Provide client related & administrative support to staff & clients, such as creating picture books & other treatment materials. Basic computer skills are required.

Availability: Weekday morning or afternoon

Location: 395 Smyth Rd., 2 MacNeil Court (Kanata), and Cornwall

WOODWORKING

Build customized furniture and equipment according to OCTC plans, with measurements provided by therapists. Knowledge and experience in woodworking required. Must have own woodworking tools.

Availability: Flexible schedule

Location: Work is completed at home. Pick-up and delivery to any OCTC site
