



Position: Summer Student – Receptionist & Administrative Support
8-week contract. Start Date July 6, 2026

Schedule: 5 days a week

Location: On site at the Hospice (Etobicoke)

Compensation: \$17.60 p/h, 35-hour week

To be eligible for this role you must be between 15 and 30 years of age and a Canadian citizen, a permanent resident, or someone who has been officially granted refugee protection in Canada and legally entitled to work in Canada (which means you must have a valid Social Insurance Number).

Dorothy Ley Hospice (DLH) has been caring for community members in Etobicoke, West Toronto and Mississauga for more than 35 years. As one of Ontario's oldest and most established hospices, we're helping to lead the future of hospice palliative care. We offer community and hospice residential palliative care, as well as grief and bereavement support. Our compassionate team of palliative care physicians, nurses, staff, and volunteers provides support and care to over 2,000 individuals annually.

Job Description:

Supporting the administrative team to ensure the smooth day-to-day operations of the hospice front desk and office environment. This role will be the first point of contact for visitors and callers, contributing to a welcoming and professional experience for all who connect with Dorothy Ley Hospice. The role may include interaction with hospice individuals, families, volunteers, and staff.

Duties and Responsibilities:

1. Front Desk & Reception Support:

- Greet visitors, families, and volunteers in a warm and professional manner.
- Answer and direct incoming phone calls and emails.
- Manage the front desk area to ensure it is welcoming, organized, and presentable.

2. Administrative Assistance:

- Provide general administrative support including filing, scanning, photocopying, and data entry.
- Assist with maintaining accurate records and documentation.
- Support scheduling of meetings and appointments as required.

3. Communication & Coordination:

- Assist in distributing internal communications and materials.
- Support coordination between departments, staff, and volunteers.



- Help prepare documents, forms, and basic reports.
4. Office Organization:
- Maintain office supplies inventory and assist with ordering when needed.
 - Ensure shared spaces such as meeting rooms are tidy and ready for use.
5. Support for Events & Activities:
- Assist with administrative preparation for events, meetings, or volunteer activities.
 - Help with event setup, registration, or coordination tasks as needed.
6. Health & Safety Compliance:
- Follow organizational policies related to confidentiality, privacy, and infection control.
 - Ensure adherence to workplace health and safety procedures.
7. Collaborative Teamwork:
- Work closely with administrative staff, volunteers, and leadership team members.
 - Provide support across departments as needed to ensure smooth operations.
8. Additional Tasks:
- Perform other duties as required by the administrative team.

This role provides a great opportunity for students to gain practical experience in a healthcare setting, focusing on administration, communication, and client service. Please note that we do not use artificial intelligence (AI) in any part of our recruitment process.

Interested candidates should submit in electronic format a covering letter and their resume to Human Resources at Dorothy Ley Hospice hr@dlhospice.org by May 22, 2026.

We sincerely thank all candidates for their interest. Only those selected for interviews will be contacted.