

VOLUNTEER OPPORTUNITY

The Salvation Army
Community Services (Calgary)

POSITION:

SIGNAGE TECHNICIAN & DESIGN

LOCATION:

Centre of Hope
420 – 9th Avenue SE
Calgary, AB



POSITION DESCRIPTION & RESPONSIBILITIES:

Duties for this position includes but is not limited to:

- Design signage according to establish guidelines and instructions using Corel Draw.
- Proof-read all work before printing.
- Operate laser sign machine to produce ordered items.
- Complete projects as assigned

We are looking for a volunteer who can give a minimum of 4 hours per week (Monday to Friday) preferably in the mornings. This is an on gong position but we do ask for a minimum of a six month commitment.

REQUIRED SKILLS or INTERESTS:

- Intermediate computer skills in all Microsoft programs.
- **Must be at minimum intermediate in Corel Draw program.**
- Ability to work independently.
- Ability to handle confidential matters.
- Experience working in building management an asset.
- Ability to serve others with compassion and a non-judgmental attitude.
- Awareness and support of The Salvation Army, Community Services (Calgary) Mission, Vision and Values.

OTHER REQUIREMENTS:

- Volunteer Orientation with the Salvation Army.
- Abuse Prevention orientation & training.
- Complete all necessary screening provided by Volunteer Services
- On-site orientation and training will be provided by the Facilities Department.

IF YOU ARE INTERESTED IN THIS VOLUNTEER POSITION PLEASE CONTACT:

Betsy Rossell
Facilities Administrative Assistant
betsy.rossell@salvationarmycalgary.org
Or Phone 403-410-1171

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.