

VOLUNTEER OPPORTUNITY

The Salvation Army
Community Services (Calgary)



POSITION:

Christmas Toys Program – Program Assistant

LOCATION:

The Salvation Army
Barbara Mitchell Family Resource Centre
1731 – 29th Street SW

POSITION DESCRIPTION & RESPONSIBILITIES:

These volunteers will greet families and will use the Angels database to check clients as they come in for their appointments. They will also help clients complete the wish list as well as check to ensure it is complete before filing it in the box.

The schedule for these volunteers will vary as per the below listed shifts:

- Monday, Wednesday, Friday 8:30 to 5:00pm,
- Tuesday and Thursdays from 11:30am to 8:30pm

Shifts can be covered by multiple people throughout with the shifts being:

- Monday, Wednesdays & Friday
 - 8:30 to noon,
 - 1:00 to 5:00pm,
- Tuesday and Thursday
 - 11:30am to 4pm,
 - 5:30pm to 8:30pm

Positions starts on October 22nd and ends December 4th

DUTIES WILL INCLUDE BUT NOT LIMITED TO:

- Upon arrival, set up area with computer, books & toys
- Greet families
- Using our Angels program, check the family as “here”
- Request that the family prepare and have ready all of their families ID while they wait for their appointment
- Aid the families with how to complete their child(ren)’s “wish list”, if needed
- Collect families’ “wish lists”
- Watch beverage level and advise reception when low
- At end of shift, tidy area and put away computer

REQUIRED SKILLS or INTERESTS:

This volunteer must:

- Good customer service skills
- Compassionate towards the vulnerable sector
- Some computer skills required (minimal)

IF YOU ARE INTERESTED IN THIS VOLUNTEER POSITION PLEASE CONTACT:

Jane Ellen Forbes
Community Ministries Manager
christmastoys@salvationarmycalgary.org
Or phone 403-220-0432

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.