



Volunteer Job Description Certificate Labeller

- Position Summary:**
- Responsible for the preparation of certificates
- Responsibilities:**
- Label all certificates with correct labels
 - Ensure that all certificates remain in the correct categories
- Skills and Qualifications:**
- Attention to detail and accuracy
 - Concentration, sorting and tracking skills are necessary to maintain accuracy of certificates
 - Work closely with other team members
 - Good time management and organizational skills
 - Ability to communicate in a clear and concise manner
 - Able to work in busy environment
 - Non judgemental
 - Ability to work with confidential information and maintain an oath of confidentiality and trust
 - A caring and giving attitude
- Time Commitment:**
- 3 hour shifts; Monday to Friday, mid November
- Training Provided:**
- Personalized training by the Office Manager
- Immediate Supervisor:**
- Office Manager
- Benefits:**
- Opportunity to 'Share the Spirit of Christmas'.
 - Networking opportunities
- Location:**
- 200, 4230 118 Avenue, Edmonton
 - Office is located on the 2nd floor. There is no elevator access. The ability to climb stairs is required.
- Outcome:**
- Each certificate is correctly labelled and kept in the proper category
 - That the volunteer experience be a positive, fun and fulfilling one