



Volunteer Job Description Certificate Stuffer

- Position Summary:**
- Responsible for the preparation of mailing envelopes for certificate program
- Responsibilities:**
- Label mailing envelopes for certificate program
 - Ensure correct certificates are inserted in proper envelopes
 - Ensure privacy certificate stuffer is included in each envelope
- Skills and Qualifications:**
- Attention to detail and accuracy
 - Concentration, sorting and tracking skills are necessary to maintain accuracy of certificates and mail outs
 - 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
 - The ability and willingness to talk and interact with a variety of individuals
 - A caring and giving attitude
- Time Commitment:**
- 3 hour shifts; Monday to Friday, from mid November to mid December.
- Training Provided:**
- Personalized training by the Office Manager
- Immediate Supervisor:**
- Office Manager
- Benefits:**
- Opportunity to 'Share the Spirit of Christmas'
 - Networking opportunities
- Location:**
- 200 Floor, 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 package is properly organized and placed into correct envelopes for mailing
 - That the volunteer experience be a positive, fun and fulfilling one